Introduction

Many different types of emergencies could occur in University facilities including fire, explosion, gas leaks, and chemical spills. Planning before an emergency occurs allows those involved to respond effectively and in ways that should minimize injuries and property damage.

Specific elements must be included in any emergency management plan. Environmental Health and Safety (EHS) can assist departments in developing and implementing an emergency management plan that meets University requirements.

Scope and Application

The Occupational Safety and Health Administration (OSHA) requires emergency management planning in all workplaces. Each department is responsible for the development and implementation of a written emergency management plan covering the facilities and operations under its control.

Program Description

Emergency planning requires a written emergency management plan, a notification system, and training for employees and students covered by the plan.

Written Emergency Management Plan

Written plans should consist of several elements including, at a minimum:

- emergency escape procedures and route assignments
- shut down of critical operations
- procedures for accounting for building occupants
- assignment of duties (e.g., rescue and medical)
- reporting procedures for fires and other emergencies
- a list of the major workplace fire hazards
- housekeeping
- recovery plan
The written plan should include the names (or regular job titles) of those who can be contacted for an explanation of assigned duties during an emergency. The plan should be kept in the workplace and made available for review by all employees.

**Alarm Systems**

Methods should be established for alerting employees and students in the event of an emergency. If an audible alarm is used, it must be distinctive from any other type of alarm used in the building (e.g. computer alarms, gas alarms, security alarms, etc).

**Training**

A sufficient number of employees should be trained to assist in a safe and orderly evacuation in the event of an emergency. All those covered by the plan should be trained at the following times:

- Initially when the plan is developed
- Whenever the employee's responsibilities or designated actions under the plan change
- Whenever the plan is changed
- Initially when first hired or assigned to the department
- During regularly scheduled emergency drills and exercises within the department

**Roles and Responsibilities**

**Department**

- Develop a written emergency management plan that incorporates all required elements.
- Assign responsibility for the plan.
- Regularly train employees and students in the actions required of them under the plan.

**Supervisors**

- Ensure employees and students are trained.
- Follow plan in the event of an emergency.
EHS

- Provide assistance in development and implementation of emergency management plans.
- Periodically assist designated University offices in auditing emergency management plans.

Individual

- Attend training.
- Follow plan in the event of an emergency.

For More Information

- Contact EHS at 777–5269.
- Assistance is available through EHS for preparing emergency management plans.
- The following references are available through EHS:
  - How to Prepare for Workplace Emergencies, OSHA, 1991
  - Emergency Management Guide for Business & Industry, FEMA