

EAP Emergency Coordinator Duties

Primary Responsibilities:

Emergency Action Plans

Emergency Coordinators (EC) are responsible for either creating the initial Emergency Action Plan (EAP), or once developed, reviewing and updating the EAP the EAP annually with any changes. Updated EAPs are necessary for changes in names, phone numbers, emergency supplies, evacuation routes, individuals with special needs or individuals with special training such as First Aid, CPR, NERT etc.. EAPs are to be submitted annually via e-mail to eap@police.ucsf.edu within one month of the date it was created or last updated. The EC will also assure there are an adequate number of Floor Wardens and alternant ECs and Floor Wardens designated and trained in order to assure coverage during absences and vacations.

Employee Awareness and Education

The EC will assure all employees have been provided a copy of the EAP to read (hard copy or electronic Format), and have been briefed on emergency procedures for fire evacuation, where emergency phones, fire alarms, fire extinguishers. An orientation to the EAP should be part of each new employees origination, including TEP workers, students, or others who will be spending any significant time at the worksite.

Emergencies

ECs will assist the Floor Wardens in directing the evacuation of people from their assigned floor to the nearest emergency exit. ECs should be actively checking to ensure that all persons have left the area while on their way out of the building; preventing people from using elevators; ensuring orderly and safe stair evacuations; enlisting help to assist any disabled person; and directing people to pre-determined Emergency Assembly Areas (EAA). (see following pages)

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Emergency Coordinator Emergency Checklist – Building Fire

- Ensure that appropriate notifications/alerts have been made and emergency procedures are being followed
- Retrieve emergency kit and put on Floor Warden ID vest and hard hat
- Observe any hazardous conditions and damage
- Keep unnecessary personnel away from scene of emergency.
- If evacuation is indicated or ordered:
 - Alert all personnel on assigned floor.
 - During evacuation, quickly check floor, restrooms and closed work areas, to ensure that all personnel have evacuated
 - Close all doors when floor is vacated
 - Assign personnel to assist any disabled or injured
- At EAA collect status reports from Floor Wardens on any missing, injured trapped, deceased employees (faculty, students, visitors) or persons needing evacuation assistance.
- Provide responding Fire Department personnel with status report of condition of assigned floor. Include the last known locations of any injuries, deaths, trapped or missing persons, fires, hazardous materials spills, utility failures, and other hazards
- Attempt to keep floor occupants in EAA and provide information and directions to floor occupants, as directed by the Fire Department or UCSF Police until such a time that the building has been deemed safe to re-enter, or building occupants have been instructed to go elsewhere due to building closure.
- If in the event of an actual fire, the ECs should also provide the same status report to the UCSF Police Department's Emergency Communication Center at 476-1414.



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Emergency Coordinator Emergency Checklist – Other Emergencies

- In the event of a wide-spread emergency such as multiple buildings on fire, earth quake, act of terrorism, etc as a result of which the area of devastation is likely to exceed the number of fire fighters who can respond to each building, the Emergency Coordinator should to the best of his or her ability conduct the evacuation and collection of status reports from the floor wardens as described above.
- The EC should then attempt to identify any emergency response personnel such as UCSF Police or security personnel, building facilities engineers or others. Provide them with status report of condition of assigned floor. Include the last known locations of any injuries, deaths, trapped or missing persons, fires, hazardous materials spills, utility failures, and other hazards. Request they communicate the information to the UCSF Police Department's Emergency Communication Center using cell phones (if operating) by calling 476-1414, or by use of hand held radios using channel 2*
- In the event of a large scale disaster, the primary or alternate UCSF Emergency Operations Center will be activated within one or more hours after the emergency. During its activation, Emergency Coordinators may also attempt to relay information to the Primary EOC at 753-4386 or Alternate EOC at 753-4388 or contact the EOC by radio using channel 2*

* Must be using an 800 HZ equipped radio with emergency services band access. (usually carried by Fire, police and UCSF Security personnel)