

UC Ready User's Guide Developing Emergency Action Plans (EAPs)

Revised: December 4, 2018

The following User's Guide has been developed to assist in the development of Emergency Action Plans (EAP) in UC Ready, UCSF's emergency planning application.

UC Ready is available via MyAccess (<https://myaccess.ucsf.edu>).

STEP 1: REQUEST A NEW USER ACCOUNT AND CREATE EAP(S)

Before logging onto UC Ready, please contact eap@police.ucsf.edu to request a new user's account and new plan(s) to be created. Once notified that your request has been completed, log into MyAccess and click the Plans Tab.

Click the New button, to create a new EAP. If the newly created EAP(s) are not visible in the Recent Plans list, select All from the View dropdown menu and click the Go button.

STEP 2: PROVIDE DETAILS OF THE PLAN

Once on the Plan page, click the Edit button to populate the fields using the following guidance. After populating the fields, ensure that the Save button is clicked.

Field	Description	Example Text
Plan Name	List your control point (area your report up to on organizational chart), Use Name of Unit, Lab, or Department. If the unit is located in multiple buildings, add location after unit name. If plan covers a group of units, use location.	Finance and Administration Services - Police Department – 654 Minnesota 2 nd Floor MCB
Institution	Select UC San Francisco Choose 'UC San Francisco Medical Center' if part of hospital.	
Building	Select building from pick list.	
Comment On Building	Provide any emergency-related, building information pertinent to the occupants covered by the EAP.	Security desk located on 1 st Floor at front entrance.
Work Area Covered By This Plan	List locations served by this EAP. Listing could include specific rooms, floors, wings, or combination thereof.	East Wing, 1 st Floor and 2 nd Floor Rooms 239- 260.

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Field	Description	Example Text
Additional Description Of Work Area?	Provide any emergency-related, work area information pertinent to the occupants covered by the EAP.	Work area only accessible via key card.
Location Of Work Area	Select Campus Location from drop down list.	Mission Bay, Parnassus, Laurel Heights
Other Location Descriptor	For major emergencies or regional disasters, an Incident Command Post will be established to request support and report information. Please select the nearest Status Collection Point nearest from drop down list.	<ul style="list-style-type: none"> • East Zone covers Mission Bay, Minnesota, ZSFG, MCB • West Zone covers Parnassus, Mt. Zion, Laurel Heights • Other covers non-San Francisco sites such as UCSF Fresno
Animal Facility In This Work Area?	Select Yes or No from drop down list.	
Animal Facility Location / Other Info	Provide detail on any emergency-related information related to research animal operations in the work area covered by EAP.	All personnel involved with animal operations will take appropriate action at the time of an alarm.
Contact Person (Primary/Alternate) Cell Phone	Use the Look Up feature to find the Primary and Alternate Contact Person for the Plan. Add cell phones, if feasible.	
Details of Building Fire Alarm System	UCSF buildings are equipped with a fire alarm system that includes detectors, audible alarms and visual strobes. In addition to this information, please detail the locations of the nearest fire pull stations.	Fire alarm system utilizes detectors audible alarms and visual strobes. Nearest fire pull station is located in the main corridor toward Stairwell 2, Indiana Street Exit.
Other Employee Alarm Systems	Provide information on other alarm systems in work area. Select type of alarm(s) from pick list.	
Details Of Other Employee Alarm Systems	Provide details on the Other Alarm Systems.	Panic alarm located at reception desk.
Primary Evacuation Route	Provide information on the primary route out of the work area.	Out the main reception door. Proceed out the corridor to the Minnesota St. entrance.
Alternate Evacuation Route(s)	Provide information on an alternate route out of the work area.	Use main corridor to Stairwell 2 in East Wing and proceed to emergency exit at street level.

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Field	Description	Example Text
Primary Emergency Assembly Area	Provide information on the primary Emergency Assembly Area. Suggested Emergency Assembly Areas by Building listed at http://police.ucsf.edu/emergency-management/emergency-action-plan-eap . If EAA is a large area, more detail regarding the exact location can be identified.	An example for EAP in Genentech Hall - Koret Quad southeast corner by shuttle stop.
Alternate Emergency Assembly Area	Provide information on an alternate Emergency Assembly Area. Select an additional area Suggested Emergency Assembly Areas by Building listed at http://police.ucsf.edu/emergency-management/emergency-action-plan-eap .	An example for EAP in Genentech Hall - Gene Friend Way at 1 st bench off 4 th Street.
Designated Waiting Area(s)	List the location where individuals with mobility impairments should relocate during a building evacuation, most often stairwells.	West wing stairwell on 2 nd Floor.
Other Important Information	<p>List any emergency related supplies, equipment, and other resources available to occupants of work area including:</p> <ul style="list-style-type: none"> • Location of Nearest Fire Extinguishers • Location of Evacu-Trac Evacuation Chairs, if available • Location of Automated External Defibrillator (AED), if available • Types and location of Emergency Supplies • Location of First Aid Supplies • Other equipment, supplies and equipment pertinent to the plan <p>Refer to http://police.ucsf.edu/emergency-management for Evacu-Track Chair, AED and Red Phone listings.</p>	<p>Fire Extinguishers: Located at elevator bank by reception area.</p> <p>AED: Security Desk on 1st Floor.</p> <p>Evacu-Trac Chair: Elevator Bay 5th Floor.</p> <p>Emergency Supplies: Under reception desk on 1st Floor.</p> <p>First Aid Kit: Hanging on wall in 2nd floor east wing break room.</p> <p>Red Phone: At reception area.</p>
Owner	Ensure that the appropriate individual is listed.	

STEP 3: IDENTIFY DEPARTMENTS COVERED UNDER EAP

Once back at the Plan page, scroll down the page to the Org Units That Have Staff In This Work Area section. Click add New Organizational Unit.

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Using the Look Up feature, find the departments represented under the EAP. Click Save if done or Save & New to add another department. Please note the Org Unit names are consistent with the nomenclature associated with DeptID Name identified by the Controller's Office. Please contact eap@ucsf.edu if you are unable to find your department.

STEP 4: IDENTIFY PERSONNEL WITH RESPONSE DUTIES (ie FLOOR WARDENS).

Once back at the Plan page, scroll down the page to the Occupants With Special Duties During Emergencies section. Click add New Occupant With Special Duty. After populating the fields, ensure that the Save button is clicked.

Field	Description	Example Text
Institution	Select UC San Francisco Choose 'UC San Francisco Medical Center' if part of hospital.	
Occupant	Use the Look Up feature to find the Occupant that has special duties.	
Work Group	Use this field to further define the work unit, lab, or work area of the Occupant with Special Duties.	Smith Lab, West Wing, or Finance Division.
Leader Duty	Select type of duties assigned to the Occupant. Special duties available in the drop down list include Site Emergency Coordinator, Emergency Coordinator, Floor Warden, and Other/Special. Please review to the EAP Team Manual for the specific duties and job aids for each role. Ensure that each Floor Warden complete Floor Warden training available via the UC Learning Center.	
Critical Operating Duty Pre-Evacuation	Define any specific duties that are performed prior to evacuations.	Train new personnel on EAP, update personnel roster, coordinate fire drills for work area.
Critical Operating Duty Post-Evacuation	Define any specific duties that are performed after evacuations.	Report out on any corrective actions from drills or real evacuations.
Rescue or Medical Duty	Define any specific duties pertaining to rescue or medical duties.	Provide first aid to personnel if available.

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STEP 5: ATTACH ADDITIONAL NOTES AND FILES

Once back at the Plan page, scroll down the page to the Notes & Attachments section. Click New Note button to add additional text. Click Attach File to attach a file. You can attach maps, procedures, personnel rosters, or other information that would be pertinent to the EAP. After populating the fields, ensure that the Save button is clicked.

STEP 6: IDENTIFY ANY ADDITIONAL PERSONS WITH EDIT ACCESS TO PLAN

Once back at the Plan page, scroll down the page to the Persons With 'Edit' Access To This Plan section. Click New On-Line Editor For This Plan button to add additional person with edit access to EAP. Please contact eap@police.ucsf.edu to add additional UC Ready Users.

STEP 7: PRINT AND POST EAP

Once the plan is complete, the EAP should be printed and posted in a common work area (i.e., break room, copy room) accessible to all occupants covered under the plan. On the main plan page, click Print Plan Only or Print Plan & Attachments to create a PDF. Save the PDF to the appropriate location.

There are two additional print buttons on the plan page; Print Role-Taking Sheet and Print Training Record. Use the Role-Taking Sheet to create a personnel roster for the occupants of the work area covered by the EAP.

Print the EAP and the Role-Taking Sheet. Fill out the Role-Taking Sheet with the appropriate names. Then post the complete EAP in an accessible area.

STEP 8: TRAIN PERSONNEL COVERED BY EAP

Once the EAP and the completed Role-Taking Sheet is posted in an area accessible to occupants, provide training to all personnel covered under the plan. Training can be completed in a manner most appropriate to the unit. Suggested methods of training include:

- Reviewing the contents of the EAP during a team or department meeting.

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- Email the PDF of the EAP to all personnel covered by the plan and request a response after the plan has been read.

The Print Training Record button can be used to generate a PDF training record that can be completed by personnel that have reviewed the EAP. Keep the training records for at least one year.

Please contact eap@police.ucsf.edu with any questions.