

Campus Name

Building Name [Department] Emergency Plan

SECTION 1 -- INTRODUCTION AND PURPOSE**a. INTRODUCTION**

Emergencies and disasters are unpredictable, may occur at any moment and, usually without warning. When an emergency happens, the safety of all department employees will depend on our level of preparedness.

At Arizona State University (ASU), Department Emergency Plans are written to supplement, as well as provide fundamental support for the general campus [Emergency Response Guide](#) produced by ASU Police and Environmental Health and Safety (EH&S).

This binder is a written emergency plan for the **Building, [Department]**. Department Emergency Plans are an essential component of the University's general overall emergency response. They are also part of every unit's basic health and safety responsibilities, as well as business continuity planning. Department Emergency Plans outline how an organization will:

- Protect the safety of staff and visitors in the department, and
- Coordinate with the University's emergency response procedures

In addition to augmenting ASU's Emergency Response Guide this plan is meant to address the requirements and special departmental protocols as per the following purpose & scope. Each member of each department is responsible for understanding and following this emergency plan.

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SECTION 1 -- INTRODUCTION AND PURPOSE**b. PURPOSE & SCOPE****Purpose**

This emergency plan is to provide guidance to the employees of the **Building, [Department]** in the form of comprehensive, yet simple and flexible procedures that can apply to a variety of emergency incidents that may occur, including but not limited to:

- Fires and Explosions
- Hazardous Materials Releases
- Floods

This written plan is designed to clearly provide the necessary information and guidance to ensure any assigned occupant can safely implement an evacuation of the facility to a safe location.

Each Department within the **Building, [Department]** should develop a specific Emergency Plan that includes the department's policies relating to the emergency "chain of command," staff release-time, and internal emergency communications procedures (examples are in this plan).

Scope

The plan involves pertinent written plans and procedures. It also contains information for reporting emergencies and notifying, relocating and evacuating occupants; staff duties during emergencies; floor plans identifying fire protection and life safety systems/components as well as exit routes; plans for identifying primary & secondary relocation sites (exterior assembly); staff training and qualification requirements, fire drills, special considerations related to the facility design & use, and personnel limitations; and pertinent documentation related to rosters, resources, and community programs in support of special response and recovery mitigation and counseling within the department as well as outside the department.

It is important to understand this plan must be maintained current therefore the department must maintain their plan as a "working copy".

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SECTION 1 -- INTRODUCTION AND PURPOSE**c. PREPAREDNESS**

The first step in **Building, [Department]** preparedness is to assemble appropriate human and physical resources to do the job.

Each department should be prepared to do the following:

- Recruit a core “Emergency Preparedness Committee” that represents staff and others from your department
- Collaborate with the department head to develop and maintain the information in a department specific emergency plan
- Arrange related staff education and training
- Purchase department emergency supplies
- Support the department manager during an emergency incident
- Be ready to help prepare post-disaster impact summaries and insurance claims
- Be certain procedures for making critical notifications during business hours and during after hours emergencies
- Establish “telephone trees” (examples included in this plan template) and “distribution” email lists to initiate rapid emergency notifications
- If possible/feasible create a department “Emergency Hotline” so that employees call into the department to hear recorded announcements and instructions

Emergency Preparedness Committees should consider dividing their members into an Emergency Response Team and an Emergency Recovery Group to handle those specialized activities.