EMERGENCY MANAGEMENT

Introduction

Emergencies are managed by the known conditions, characteristics, size, exposures to life, property, and the environment in order to determine level of response needs. The Department of Environmental Health & Safety (EH&S) responds to university related emergencies to mitigate at the lowest level and/or to provide assistance to ASU departments and agencies legally responsible for emergency management and appropriate incident investigation on ASU campuses. Except for certain radiation emergencies, hazardous materials incidents and fire investigations, EH&S has no legal enforcement authority at campus emergencies. EH&S’ primary function at a campus emergency is to assist the legally responsible agency when requested and to provide information and advice regarding campus processes, chemicals, fire and safety concerns, special hazards, structures, utilities, etc. and/or to accept transfer of emergency once determined fire safe so EH&S can evaluate and monitor facility prior to occupancy/use.

When notified, an EH&S Response Team member generates an Incident Report following any emergency response and maintains all reports for a minimum of 5 years. An E-mail summary report of the incident may be forwarded to University Administration and the appropriate V.P., Dean, Director or Department Chair responsible for affected facilities.

Applicable ASU Policies

- EHS 204 - Facility Safety and Occupancy Limits
- EHS 205 - Storage of Hazardous Chemicals
- DPS 100 - Series (Multiple Types of Emergencies)

Applicable ASU Guidelines

- EH&S Emergency Evacuation Planning (EEP) Template
- EH&S Hazardous Waste Facility Contingency and Emergency Plan
- EH&S Emergency Response Plan
- EH&S Emergency Evacuation Compliance Guideline
- EH&S Classroom Emergency Procedures
- 2010 Emergency Response Guide (online)

Applicable Regulations

- International Fire Code
- National Fire Protection Association Standard
- Uniform Fire Code Article
• 29 CFR 1910.38

Summary of Requirements

EH&S operates at emergencies according to an established emergency chain-of-command. The local Senior Fire Official (SFO) of the Fire Department is legally in charge of all fires upon arrival until the incident is rendered safe to turn over to an ASU official to follow through with safety measures to render area operational for occupant use (ASU Police Department, EH&S, etc…). The ASU Police Department is legally in charge at all crime scenes. The local fire department and/or EH&S Fire Marshal representatives are legally authorized and responsible for performing fire investigations and determine State Fire Marshal response, per agreement and understanding of incident level. EH&S has administrative authority to mitigate imminent hazards. After a campus emergency has been terminated by the local emergency responding agency, it is the responsibility of the local fire department and/or EH&S to conduct an investigation of the incident to determine the cause. In addition, it is EH&S’ responsibility to determine if administrative controls or engineering safety measures are a factor to prevent similar situations, and to provide mitigation, decontamination and supervision of clean up operations after fire, property damage, and hazardous materials incidents occur. Outside of the department affected in an emergency, an emergency response may require the mobilization of one or more EH&S units and/or one or more representatives from other departments (e.g. ASU Police), depending on the type of emergency and information required.

Recordkeeping

When notified and responding, an EH&S response team member will complete an incident report following all incidents. A summary report (via telephone, campus mail or email) of the incident may be forwarded to University Administration and to the appropriate V.P., Dean, Director or Department Chair responsible for the facility or area of the facility.

Reporting

Reports of emergencies received by EH&S will be processed to 911 to initiate emergency response of departments and emergency responders. As soon as possible during or after an incident, University Administration and the appropriate V.P., Dean, Director or Department Chair responsible for the affected facilities may be notified by an electronic mail incident summary report or by telephone depending on the magnitude of the incident.

The Department is responsible for reporting any injury, death, or possible hazardous material release to ASU EH&S. ASU EH&S will coordinate with the appropriate regulatory agency per regulatory requirements involving any injuries, death, environmental releases or property damage.

Emergency Management
- 2 -
Training

Cross-functional drills are reviewed and practiced by all pertinent EH&S units to respond to all emergencies in the event that employees from a specialized EH&S unit are not immediately available.

Updated 08/06; Updated 09/11