

**Building / Department  
Emergency Action Plan**

# EMERGENCY ACTION PLAN

for

**Building Name:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **EMERGENCY PHONE NUMBERS**

Public Safety 1-401-254-3333  
Emergency 911 or 9-911 from a campus phone

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- ACTIVE SHOOTER

## **CALLING IN AN EMERGENCY**

Provide the following information:

- a. Nature of medical emergency giving as much information as possible
- b. Location of the emergency (address, building, room number)
- c. Your name and phone number from which you are calling

## Emergency Evacuation Protocols

When evacuation is required in the building, it is important to evacuate everyone out of the building in a safe and efficient manner. Everyone should familiarize themselves with the closest exit to their office (see below links). As staff members, it is our responsibility to assist and ensure our students are all properly evacuated. **EVERYONE MUST EVACUATE!**

The following procedures should be followed in the event of an evacuation.

- Safely stop all work in your area.
- Gather your personal belongings if safe to do so - necessities only, in the event you cannot return to your building such as keys, wallet/purse, cellphones and medications, and remember only if it is safe to do so.
- Proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Emergency Assembly Area and account for the employees that were working in your area.

----- (main assembly area) or ----- (alternative assemble area), must be 500 feet away from the building

- If you have information to offer in regards to the emergency, call Public Safety at 254-3333 once you are in a safe location.
- Wait for instructions from Emergency Personnel.
- Never re-enter the building or work area until you have been instructed to by Emergency Personnel.

The below links provide egress routes for our building:

( *Insert link for your building maps from EHS website* )

To help ensure the building is cleared, I'd like the following staff's assistance:

\_\_\_\_\_  
(example: Check bathrooms)

\_\_\_\_\_  
(example: Conduct a head a count)

## **Department Captains**

Department Captains are assigned the task of checking the employees in their department and confirming that they have arrived at the assembly location. Department captains should not leave the assembly area to find missing staff. The information regarding who is present and who is missing will be provided to the Emergency Personnel at their assembly location. Department captains should create a list of departmental staff who work in their department. Depending on the size of the Department several can be listed with the sub departments they are responsible for.

**Department Captains:**

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