**Organization Information**

|  |  |
| --- | --- |
| Department / Business Unit Name |  |
| Unit Leader (Dean, Director, Department Head) |  |
| Building Name and Address |  |

**Plan Maintenance**

|  |  |
| --- | --- |
| Emergency Response Coordinator |  |
| Work Telephone |  |
| Email |  |
| Last Revision Date |  |

**Emergency Management Review**

|  |  |
| --- | --- |
| Date Reviewed |  |
| Reviewer |  |
| Signature |  |

**Emergency Response Team**

Emergency Response Teams (ERTs) are groups of people, designated before an incident, who prepare for and respond to any emergency incident, such as a natural disaster or an interruption of business operations. This team is composed of assigned staff within a building, department or college, depending on the scale of your operation.

**Emergency Response Plan Summary**

The summary gives the emergency response coordinator or dean/director/department head an opportunity to highlight the specific priorities for the organization. While life safety is often the first priority, the summary promotes details in your plan (e.g. annexes) that capture what might be unique about your organization’s response.

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**Campus Emergency Management (EM)**

Located at S. J. Quinney College of Law (LAW 0070)

Emergency Coordination Center (ECC)

**\*\* REMEMBER: 911 is the number to call in an emergency \*\***

The contact information listed in this plan is for planning and coordination during  
regular business hours and may be used for redundant / backup communication  
in times of emergency.

|  |  |
| --- | --- |
| Before an Incident:   * Conduct training for Emergency Assembly Point Coordinators * Conduct training for Emergency Response Coordinators and Area Captains * Maintain information, procedures, copies of ERT plans | During an Incident:   * Assume communication / coordination role for incidents from Emergency Operations Center * Obtain situational awareness from and provide direction to EAP Coordinators * Provide situational awareness from EAP Coordinators to Situation, Triage and Assessment Team (STAT) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EM Role** | **Name** | **Work Phone** | **Cell Phone** | **Email** |
| Primary | Stuart Moffatt | 801-213-1090 | 801-707-3188 | stuart.moffatt@utah.edu |
| Alternate | Stormy Sideria | 801-213-1089 | 801-637-3717 | stormy.sideria@utah.edu |
| Contingent | Police Dispatch | 801-585-2677 | 24/7 |  |

**Emergency Assembly Point (EAP) Coordinator**

Facilities Management District Staff

|  |  |
| --- | --- |
| Before an Incident:   * Act as the Point-of-Contact (POC) for EM programs related to Emergency Assembly Points (EAPs) * Attend / complete planning, training and exercises. | During an Incident:   * Assume coordination role at designated EAP * Provide situational awareness between ERC and Emergency Operations Center (EOC) * Coordinate command and control from EOC. |

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| --- | --- | --- | --- | --- |
| **EAP Coordinator** | **Name** | **Work Phone** | **Cell Phone** | **Email** |
| Primary | \*\* Your FM district manager who will assign an EAP coordinator in real-time |  |  |  |

Contact Emergency Management for assistance in identifying your EAP Coordinator / District Manager

**Emergency Response Coordinator (ERC)**

|  |  |
| --- | --- |
| Before an Incident:   * Act as the Point-of-Contact (POC) for EM programs. * Attend / complete planning, training and exercises. * Assign other staff roles as necessary (e.g. Area Captain). * Maintain information, procedures, ERT kit. | During an Incident:   * Assume command role for incidents in assigned building. * Communication/coordination during incident. * Coordinate with Area Captains for your particular building. * Account for personnel. * Ensure building entry points are secured once cleared by Area Captains. * Provide situational awareness to EAP Coordinator or Emergency Management. * Respond to command and control from EAP Coordinator or Emergency Management. |

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| --- | --- | --- | --- | --- |
| **ERC Role** | **Name** | **Work Phone** | **Cell Phone** | **Email** |
| Primary |  |  |  |  |
| First Alternate |  |  |  |  |
| Second Alternate |  |  |  |  |
| Third Alternate |  |  |  |  |

Emergency Management recommends at least a Primary and First Alternate. Second and Third alternates are optional and will depend on staff capability and availability.

**Area Captain(s)**

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| Before an Incident:   * Act as Area Captain and coordinate with ERC * Attend/complete planning, training and exercises * Familiar with all egress points in assigned building(s) * Aware of any special needs of floor occupants; Maintain information, procedures, ERT kit. | During an Incident:   * Respond to all incidents as notified * Exit building under alarm immediately * Direct people to assembly points or EAP’s as dictated by the ERC; Walk floor(s) during an event to ensure everyone is out * Direct people out the nearest exits * Take note of people not evacuating - location, name, etc. * Coordinate with ERC to secure building entry points once they have been cleared * Answer any questions from floor occupants. |

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| **Name** | **Area** | **Work Phone** | **Cell Phone** | **Email** |
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**Emergency Response Team Contact List**

Identify all members of emergency response teams for convenient access. Add extra pages as needed. For example: Facilities or building management staff familiar with building utility and protection systems and those who may assist with property conservation activities; Security; Others trained to use fire extinguishers, clean up small spills of hazardous materials.

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| **Title / Role** | **Member Name** | **Location** | **Work Phone** | **Cell Phone** |
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**Emergency Supplies**

List the supply description and location. Add extra pages as needed. Items to consider: first aid kits, ERT response backpack, fire extinguishers, Automated External Defibrillators (AEDs), trauma kits, evacuation chairs (Stryker chairs).

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| **Item** | **Location, quantity, notes** |
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**Annex**

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| **Title: Crisis Communications (P.A.C.E.)** | |
| Purpose: To understand how communication will work during an emergency | |
| Scope: Depending on the hazard or threat, communications may be impacted. P.A.C.E stands for Primary, Alternate, Contingent and Emergent. | |
| Details:  [Provide an overview of your communication capabilities and in what circumstances you would activate this plan]   * Consider desk phone / mobile phone as your Primary means of communication * Consider a form of communication if your primary communication path is unavailable (e.g. radio, texting, email) * Consider a form of communication if your alternate communication path is unavailable (e.g. social media) * Consider a form of communication if your contingent communication path is unavailable. In most cases this is meeting face-to-face or using runners between locations. | |
| Primary |  |
| Alternate |  |
| Contingent |  |
| Emergent |  |

**Annex**

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| **Title: Secure-in-Place** |
| Purpose: To understand when what it means to secure-in-place |
| Scope: It is possible that during your time at the University of Utah, you could receive a Campus Alert instructing you to secure-in-place |
| Details:  You should secure-in-place during violence, threat of violence, when an active assailant has been reported or is nearby, or otherwise when instructed to do so by Campus Alerts and emergency personnel. When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between you and the associated threat. To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows. Await further instructions from Campus Alerts and emergency personnel. Do not leave until an "All Clear" is received.  Consider location-specific information about securing in place:   * How are you going to lockdown / barricade your facility and rooms? * Will you have a single entry / exit point? * Do you have a designated safe room? * Does your building have the C-Cure system? If so, who can operate it? |

**Annex**

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| **Title: Active Shooter / Violent Activity** |
| Purpose: To understand what protective actions you can take in an active shooter / violent activity. |
| Scope: An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff, or a random victim. It might involve just one room or multiple locations. No two situations are alike. A shooting can occur anytime, anywhere, and involve anyone. |
| Details:  Everyone on campus is encouraged to watch the “Shots Fired” training video. <https://emergency.utah.edu/active-shooter/> Below references instructions from the video.  You must first FIGURE OUT what your options are and then take action:   1. **GET OUT** - if possible, get out of harm’s way. 2. **HIDE OUT** - if getting out is not an option, close and lock doors where ever possible. 3. **TAKE OUT** - if confronted by the shooter, do everything possible not to be a victim.   **For questions, comments or to arrange for in person training, please contact University of Utah Police at**[**(801) 585-2677**](tel:801-585-2677)**.** |

**Annex**

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| **Title: Evacuation – Page 1** | |
| Purpose: To understand when evacuation is the correct protective action to take in emergency | |
| Scope: This evacuation plan applies to the following buildings/locations | |
| Details:  Evacuation may be required if there is a fire in the building or other hazard. The Emergency Response Team will direct the evacuation of the building and account for all employees outside at a safe location.  [insert location-specific information] | |
| /Users/u0508561/Box Sync/campus-emergency-management/02-preparedness/operations/emergency-response-guide/artwork/eap-2017-map-icon.png | My PRIMARY  Emergency Assembly Point is:  **??** My ALTERNATE  Emergency Assembly Point is:  **??** |

**Annex**

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| **Title: Evacuation – Page 2 (Map)** |
| <delete this text and insert picture here. This may be a screen capture from <http://map.utah.edu> with the Features > Campus Safety > Emergency Assembly layer turned on. Copy and paste this page if more maps are needed.> |

**Annex**

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| **Title: Shelter-in-Place** |
| Purpose: To understand when sheltering is better than evacuation |
| Scope: It is possible that during your time at the University of Utah, you could receive a Campus Alert instructing you to shelter-in-place. |
| Details:  Shelter-in-place incidents are usually weather-related emergencies, they can be utility related. Be prepared to shelter for a matter of hours. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space, above ground, that protects you from the danger. Try to avoid spaces with windows. Do not lock doors behind you as others may also need to shelter-in-place. The specifics of shelter-in-place procedures such as which locations in a building are the safest-depend on the type of weather emergency or natural disaster that is occurring. Follow instructions from Campus Alerts and emergency personnel.  [insert location-specific information about sheltering in place] |

**Annex**

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| **Title: U Heads Up! Mobile App** |
| Purpose: To provide students, faculty and staff with a digital copy of the University Emergency Response Guide and See Something / Say Something crowd-sourcing safety app. |
| Scope: From small emergencies to large disasters, the U Heads Up! App and the Emergency Response Guide provides important information on how to react to different hazards and threats. See Something / Say Something allows comments and pictures regarding safety hazards around campus to be distributed to the proper responding department |
| Details:  Help promote the download of U Heads Up! and the Emergency Response Guide in your college, department, or group.  Follow the instructions found at <https://emergency.utah.edu/u-heads-up/>  Note: Campus Emergency Management can work with you if your college, department or group want to publish customized “plans” within U Heads Up! |

**Annexes**

Annexes allow for information, procedures, or specific / local conditions not identified elsewhere. Any number of annexes can be added if they contribute to the overall effectiveness of the plan. Add extra pages as needed.

|  |
| --- |
| **Title: <Insert Title Here>** |
| Purpose: <Describe the overall purpose of this appendix> |
| Scope: <Describe the scope of this appendix> |
| Details: <Describe the details of this appendix> |