**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)**

Public Safety Building (SAFETY 202) Emergency Operations Center (EOC)

S. J. Quinney College of Law (LAW 0070) Emergency Operations Center (EOC)

**\*\* 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 (EAPCs) * Conduct training for Emergency Response Coordinators (ERCs) and Area Captains * Maintain information, procedures, and copies of ERT plans | During an Incident:   * Assume communication/coordination role for incidents from EOC * Obtain situational awareness from and provide direction to EAPCs and ERCs * Provide situational awareness from EAPCs/ERCs to Incident Management Team (IMT) |

|  |  |  |  |
| --- | --- | --- | --- |
| **EM Role** | **Name** | **Mobile Phone** | **Email** |
| Primary | Stuart Moffatt | 801-870-9276 | stuart.moffatt@utah.edu |
| Alternate | Stormy Sideria | 801-637-3717 | stormy.sideria@utah.edu |
| Alternate | Taylor Wilson | 801-230-6300 | taylor.j.wilson@utah.edu |
| Alternate | Drew Matthews | 801-503-4037 | drew.matthews@utah.edu |
| Alternate | Mary Bennett | 801-503-4046 | mary.bennett@utah.edu |
| Contingent | Police Dispatch | In an emergency call 911, for all other inquiries call 801-585-2677 | |

**Emergency Assembly Point Coordinator (EAPC)**

Facilities Management District Staff

|  |  |
| --- | --- |
| Before an Incident:   * Act as the point of contact 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 EOC * Coordinate command and control from EOC |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 EAPC/District Manager.

**Emergency Response Coordinator (ERC)**

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| --- | --- |
| Before an Incident:   * Act as the point of contact for EM programs * Attend/complete planning, training, and exercises * Assign other staff roles as necessary (e.g., Area Captain) * Maintain information, procedures, and ERT kit | During an Incident:   * Assume command role for incidents in assigned building * Communication/coordination during incident * Coordinate with Area/Floor Captains for your building * Account for personnel * Ensure building entry points are secured once cleared by Area/Floor Captains * Provide situational awareness to EAPC or Emergency Management * Respond to command and control from EAPC 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 one primary and one alternate. The second and third alternates are optional and will depend on staff capability and availability.

**Area/Floor Captain(s)**

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| --- | --- |
| Before an Incident:   * Act as Area/Floor 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. Everyone mentioned in this document should be in the contact list, EM recommends organizing in an easy to look up format such as alphabetically by last name.

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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, threats of violence, when an active aggressor 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 safest by placing a locked door or other barricade between you and the 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 Aggressor/Violent Activity** |
| Purpose: To understand what protective actions you can take in an active aggressor/violent activity. |
| Scope: An active aggressor is a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more aggressors. 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 violent activity can occur anytime, anywhere, and involve anyone. |
| Details:  Everyone on campus is encouraged to watch the “Run, Hide, Fight” training video at <https://emergency.utah.edu/active-aggressor/>. Below references instructions from the video:   1. **RUN** - The second you think you hear gunshots, run. Look for the nearest exit and run away from the sound. Help others and get out. When you’re clear of the building and in a safe place, call 911 and provide as much detail as possible. 2. **HIDE** – If you can’t run, hide. Block the door. Slowing down the shooter could save your life. Don’t bunch together. If someone’s been shot, stop the bleeding. Turn off the lights and silence your cellphones. You can text the police at 911. 3. **FIGHT** - When you have no options left, fight. Fight dirty—throw stuff as hard as you can. Tackle the shooter high and low. Subdue the gun. Gouge the eyes. Make a plan and work together. 4. **HELP** – When you are safe, help others around you. This may be as a bystander responder, helping to [stop the bleed](https://emergency.utah.edu/stop-the-bleed/) or helping others get to safety.   **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, and they can also 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: SafeU Mobile App** |
| Purpose: To provide students, faculty, and staff with a digital copy of emergency resources and plans, essential phone numbers, and links for tip reporting. |
| Scope: From small emergencies to large disasters, the SafeU app provides important information on how to react to different hazards and threats. |
| Details:  Help promote the download of the SafeU app in your college, department, or group.  Features of the app include:   * Emergency contacts such as texting or dialing 911 and the non-emergency line * Emergency procedures such as Emergency Assembly Points and the Emergency Response Guide * Crisis Support resources * Friend walk: Send your location and destination to a friend, allowing them to track you on your journey as well as a panic button to alert your friend that you need emergency services. * I’m OK: Send your location and a pre-populated message to contacts in your phone letting them know that you are OK. * Work Alone: Have the app check on you at regular intervals when you find yourself in a lab, office, or other space alone. This feature can automatically trigger a distress call to a contact in your phone or to emergency services.   For more information about the SafeU app please see [@theU](https://attheu.utah.edu/facultystaff/protect-yourself-with-the-safeu-app/) and the [SafeU](https://safeu.utah.edu/app/) website. |

**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> |