



Emergency Response Plan

For Departments / Business Units of The University of Utah

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



My Emergency Assembly Point is:



Emergency Response Plan

For Departments / Business Units of The University of Utah

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.



Emergency Response Plan

For Departments / Business Units of The University of Utah

Campus Emergency Management (EM)

Located at Building 0301, Public Safety
Emergency Operations Center (EOC)

Before an Incident:

- Conduct training for Emergency Assembly Point Coordinators
- Conduct training for Emergency Response Coordinators and Floor / 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	Jeff Graviet	801-585-1195	801-910-9900	jeff.graviet@dps.utah.edu
Alternate	Stuart Moffatt	801-581-6429	801-707-3188	stuart.moffatt@dps.utah.edu
Contingent	Police Dispatch	801-585-2677	N/A	N/A



Emergency Response Plan

For Departments / Business Units of The University of Utah

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.

EAP Coordinator	Name	Work Phone	Cell Phone	Email
Primary				
Alternate				



Emergency Response Plan

For Departments / Business Units of The University of Utah

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. Floor Captain/Area Captain).
- Maintain information, procedures, ERT kit.

During an Incident:

- Assume command role for incidents in assigned building.
- Communication/coordination during incident.
- Coordinate with Floor/Area Captains for your particular building.
- Account for personnel.
- Ensure building entry points are secured once cleared by Floor Leaders.
- Provide situational awareness to EAP Coordinator or Emergency Management.
- Respond to command and control from EAP Coordinator or Emergency Management.

ERC Role	Name	Work Phone	Cell Phone	Email
Primary				
Alternate				



Emergency Response Plan

For Departments / Business Units of The University of Utah

Floor Captain(s) / Area Captain(s)

Before an Incident:

- Act as Floor/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.

Name	Floor / Area	Work Phone	Cell Phone	Email



Emergency Response Plan

For Departments / Business Units of The University of Utah

Floor Captain(s) / Area Captain(s) Page 2

Before an Incident:

- Act as Floor/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.

Name	Floor / Area	Work Phone	Cell Phone	Email



Emergency Response Plan

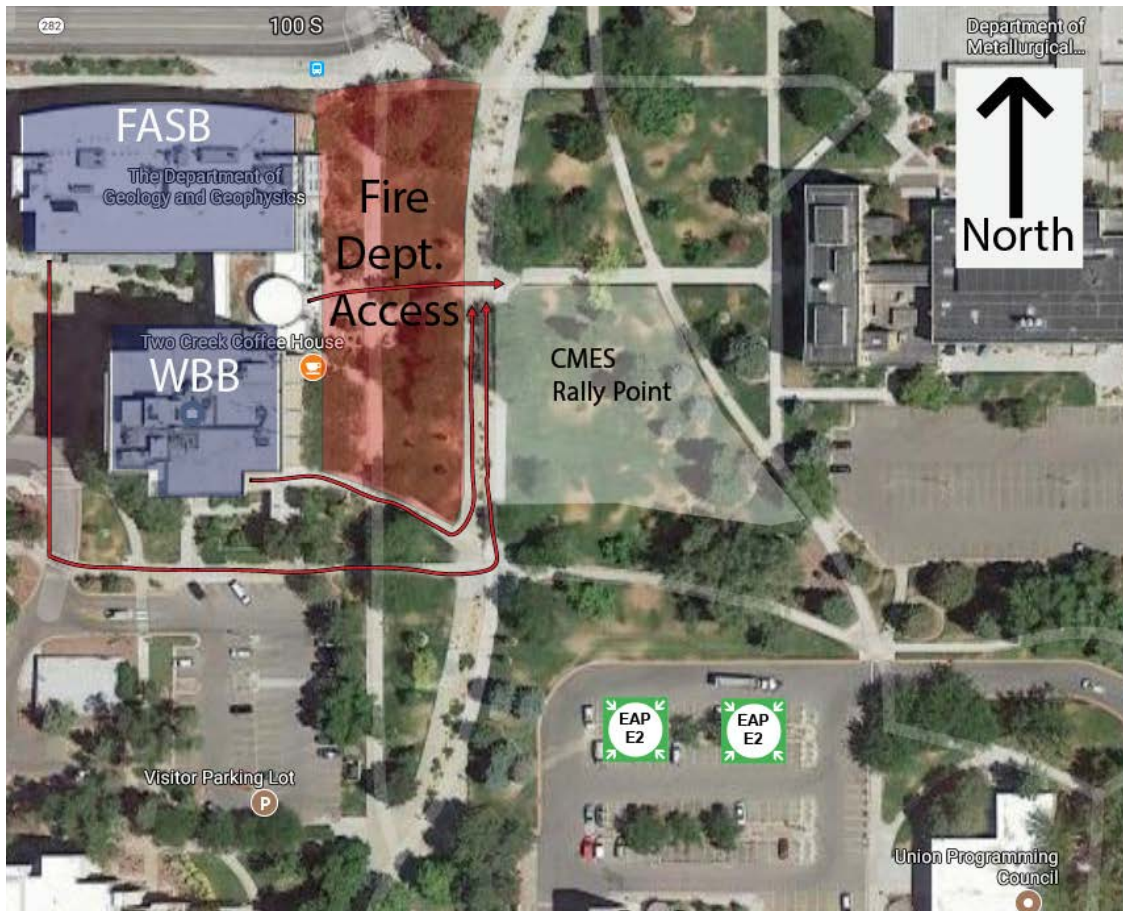
For Departments / Business Units of The University of Utah

Evacuation Plan

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.

Building occupants will be warned to evacuate the building using the following system:	
Building occupants should assemble at the following location(s) for accounting by the Emergency Response Team:	

Evacuation Map





Emergency Response Plan

For Departments / Business Units of The University of Utah

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.

Title / Role	Member Name	Location	Work Phone	Cell Phone



Emergency Response Plan

For Departments / Business Units of The University of Utah

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.

Title / Role	Member Name	Location	Work Phone	Cell Phone



Emergency Response Plan

For Departments / Business Units of The University of Utah

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).

Item	Location, quantity, notes



Emergency Response Plan

For Departments / Business Units of The University of Utah

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:
Purpose
Scope
Details



Emergency Response Plan

For Departments / Business Units of The University of Utah

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:	
Purpose	
Scope	
Details	<p><u>CMES Admin Organization</u></p> <pre> graph TD Dean["Dean Dr. Darryl P. Butt"] AD1["Associate Dean Dr. Siva Guruswamy"] AD2["Associate Dean Dr. Barbara P. Nash"] AD3["Associate Dean Dr. William P. Johnson"] EA["Exec. Assistant to the Dean Anita Austin Tromp"] SA["Sr. Accountant Terrie Parker"] ES["Executive Secretary Lori Burningham"] DSS["Director of Student Success Samantha Davis"] DD["Development Director TJ McMullin"] ASC["Atmospheric Science Chair Dr. Kevin Perry"] GGC["Geology and Geophysics Chair Dr. Thure E. Cerling"] MEC["Metallurgical Engineering Chair Dr. Mono Misra"] MIC["Mining Engineering Chair Dr. Michael G. Nelson"] AM1["Admin Manager Leslie Allaire"] AM2["Admin Manager Pam Hoffman"] AA1["Academic Advisor Michelle Brooks"] AS["Accountant Shirstine Day"] AA2["Academic Advisor Michelle Tultupou"] SA2["Student Assistant Elena Mitchell"] ES2["Exec. Assistant Kay Argile"] AM3["Admin Manager Sara Wilson"] AA3["Academic Advisor Brenda Wicks"] Dean --- AD1 Dean --- AD2 Dean --- AD3 AD1 --- EA AD2 --- SA AD3 --- ES DSS --- SA DD --- SA ASC --- AM1 GGC --- AM2 MEC --- AM3 MIC --- AM2 AM1 --- AA1 AM2 --- AS AM2 --- AA2 AM2 --- SA2 AM3 --- ES2 AM3 --- AA3 </pre>



Emergency Response Plan

For Departments / Business Units of The University of Utah

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:
Purpose
Scope
Details