

# EMERGENCY ACTION PLAN

This Emergency Plan is written for occupants of the following work site.

**Division/ Neighborhood (e.g. School of Medicine, FAS):**

**Department:**

**Building/Room(s) #:**

**Building Street Address:**

**Person Preparing This Form:**

**Phone/Email:**

**Campus Mailbox #**

This Template and appendices are provided to assist in the development of your Emergency Action Plan. An Emergency Action Plan is generally required for each Administrative and Academic work space, and should be considered part of every Department's basic health and safety responsibility. Department Emergency Plans become the building blocks of the Site (Building) Emergency Plan, and support the broader Campus Emergency Response Management Plan.

The Emergency Action Plan can be organized by office, lab, division, work area, floor, or building.

**Department Managers** are responsible for the **annual** review and update of their Emergency Action Plan(s).

Date This Plan Completed/Updated:

(Update your Emergency Plan annually)

**Approved by** (e.g. Department Manager, Director, P.I): **Name:**

**Title:**

The UCSF PD Emergency Preparedness Program provides assistance to the campus community with implementation of emergency preparedness, response and recovery programs in order to ensure compliance with the Campus Emergency Response Management Plan, the emergency planning policies and mandates of the University of California system and the State of California.

**[E-mail Emergency Action Plans and annual updates for review to:](mailto:eap@police.ucsf.edu)**

**[eap@police.ucsf.edu](mailto:eap@police.ucsf.edu)**

Questions? Contact 476-3082 or 476-2033

**University Policy - 4.10.1 Emergency Preparedness Program**

Emergency operations plans for each administrative and academic department shall be developed.