EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT/DIVISION _____

BUILDING (S) _____

FLOOR/ROOM _____

Work Site
Emergency Coordinator

Name _____ Email _____

Evacuation Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

_____

Campus Assembly Area (Assigned for Campus wide evacuations)

Braun Athletic Center – Baseball Field _____

Date of Plan: _____ (Update your plan annually)

By: _____

Title: _____

INTRODUCTION:

The complexity of a campus like Caltech requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAP) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc.).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1				
2				