



Department of Environmental Health & Safety
Emergency Preparedness Program

Department Emergency Plan (DEP)

Purpose:

Department Emergency Plans are designed to identify and specify special procedures or actions to be taken by the occupants (if safe to do so) prior to or during an evacuation or other emergency.

These procedures and/or actions are intended to reduce or eliminate the possibility of a secondary incident occurring or to provide further emergency procedure details to Departmental employees.

(Examples: Bumer left on in a lab causes unexpected chemical reaction and subsequent explosion, how to assist persons with special needs, procedures for evacuating visitors to campus, etc.)

Instructions:

1. Complete Sections 1 through 4 as identified
2. Section 5: Key Emergency Contacts may include Deans, Department Chairs, Lead Instructors, etc.
3. Section 6: Use pre-designated Emergency Assembly Point (EAP) and list alternate areas where occupants may assemble during an emergency.
<http://www.csuchico.edu/emergencyprep/emergency%20assembly%20point%20locations.shtml>
4. Section 7: If building Floor Evacuation Coordinators are not known, contact EHS 898-5126
5. Section 8: Detail all special procedures that should be performed (if safe to do so) prior to evacuating the area. List persons responsible for each task or action.

Other items to consider: Designate and list primary and secondary person responsible for notifying Floor Evacuation Coordinator of all known hazards that may be present. The FEC will notify first responders. If FEC is not readily available, other individuals as listed will be responsible for notifying first responders of the hazard(s).

6. Section 9: If present, check and inventory first aid kits, list location of each kit. All employees should be aware of the location of first aid kit(s). Note: any injury that requires treatment beyond washing with soap and water and applying a band aid requires the individual to seek medical attention. Contact for reporting employee injuries is the Human Resource Worker's Compensation Unit at 898-5436. Information regarding procedures for reporting employee injuries and obtaining medical treatment can be found at:
<http://www.csuchico.edu/hr/benefits/workerscompensation.shtml> .

Each semester, one person or more if needed should be assigned to check and re-supply first aid kits on a regular basis.

7. Section 10: List additional information pertinent to the Department's needs during an emergency; assign and list the persons responsible for ensuring the needs are communicated to the appropriate persons. (Example: Power failure or other emergency requires temporary [power to appliances such as refrigeration unit to preserve specimens or experiments – contact to FMS would be required.]

8. Sections 11-13: Complete and send copy to: ehsadmin@csuchico.edu
9. Post Department Emergency Plan (DEP) with emergency contact sheet. DEP should be reviewed with all members of the Department including staff and students.
10. Annually, or as needed, review the Department Emergency Plan with all employees, update as needed and provide an updated copy to the Department of Environmental Health and Safety, Emergency preparedness Program Coordinator.

Please contact EHS at 898-5126 if you have questions or concerns.