1. Purpose: Virginia Commonwealth University Office of Safety and Risk Management (SRM) has developed the Emergency Action Program in order to aid departments/facilities in creating an Emergency Action Plan (EAP) for their specific locations in case of an emergency. The program was created in accordance with the Occupational Safety and Health Administration (OSHA) standards contained in 29 CFR 1910.38(a).

2. Scope / Applicability: This program shall apply to all VCU properties located in the state of Virginia.

3. Background: Emergency situations can happen at any time. These include, but are not limited to, fire, extreme weather, earthquakes, and civil disturbances. Immediate action must be taken in order to reduce/eliminate injury and death when these events occur. Having a well-developed plan, along with, associated training will facilitate greater organization of response, and therefore fewer and less severe employee injuries.

4. Responsibilities:

   a. Safety and Risk Management (SRM) is responsible for:
      - developing and updating basic outline for facility EAPs
      - conducting annual fire evacuation drills and submitting work orders for repairs, when appropriate
      - validating program implementation
      - provide training to employees assigned to assist in safe and orderly evacuation of other employees
      - assisting the revising and updating department specific programs as necessary

   b. Building Manager/Department Heads are responsible for:
      - developing and updating location/facility specific EAP, including identifying designated evacuation area
      - assigning employees as evacuation coordinators and/or floor monitors with one back-up for each

   c. Evacuation Coordinators are responsible for:
      - notifying emergency personnel in case of emergency by calling 828-1234
Emergency Action Program

d. Floor Monitors are responsible for:

- informing all personnel in your area of responsibility of the emergency
- directing personnel to the nearest available exit and away from elevators
- reporting to Evacuation Coordinator at designated evacuation assembly point with the status of your area including whether it is clear, someone is unable to evacuate, someone is unwilling to evacuate, and/or unusual conditions that may be present.
- notifying emergency personnel in case of emergency by calling 828-1234 if Evacuation Coordinator has not done so.

e. Employees are responsible for:

- identifying all emergency alarms or announcements and evacuating properly
- recognizing all emergency exits, escape routes, etc. in your designated work place
- meeting at the designated evacuation area during an emergency or drill
- notifying emergency personnel in case of emergency by calling 828-1234 if Evacuation Coordinator has not done so.

5. Requirements: All VCU facilities must have an emergency action plan whenever OSHA Standards and the Virginia Statewide Fire Prevention Code require one.

a. Minimum Requirements for all Facilities: an emergency action plan must be a written document that is kept in the facility, and accessible to all employees to review, but locations with 10 or fewer employees may communicate the plan orally to affected employees

• Reporting Procedures: all plans must include the emergency number associated with that location. For most VCU facilities that number is 828-1234
Emergency Evacuation Procedures: all plans must include conditions and procedures for emergency evacuation, including type of evacuation, exit routes and designated evacuation assembly point where applicable. The following are basic evacuation procedures to know before a fire/emergency:

i. Familiarize yourself with at least two ways to exit your building and the locations of the nearest pull stations

ii. If you hear or see a fire alarm, do not wait to be informed to leave the building. Leave the building immediately using the nearest stairs.

iii. Know your evacuation coordinator and building specific evacuation plan

Shelter-in-Place Procedures: all plans must include conditions and procedures for sheltering-in-place, including type of situation and any additional measures that must be taken for further protection.

Accountability: all plans must include the responsibilities set forth by this program for the evacuation coordinator and floor monitors

Contacts: all plans must include the name and job title of every employee that may be contacted by those who seek information about the plan or an explanation of their duties. These should include the evacuation coordinator and alternate, floor monitors and alternates, as well as the Occupational Safety Section of SRM.

b. Additional Requirements: all assembly, factory, mercantile, and residential occupancies, as well as business occupancies with an occupant load of greater than 499 persons or more than 100 persons above lowest level of exit discharge have additional requirements to be included in their EAP.

Critical operations: plans must include procedures for employees who must stay behind to operate critical equipment

Rescue: plans must include procedures for assisted rescue of persons unable to use general means of egress unassisted. The following are basic evacuation options to assist those with disabilities:

i. Shelter-in-Place: remain in room with an exterior window, cell phone, and a solid fire resistant door

ii. Area of Refuge: these tend to be stair enclosures, fire-rated corridors or vestibules adjacent to exit stairs or elevator lobbies
• **Alarm Notification**: plans must include a description of the various emergency notification alert tones and/or voice messages

c. **Review**: All staff designated to assist in safe and orderly evacuation must review their EAP when:

• Employee is initially assigned
• Employee’s responsibilities under the plan change
• Plan has changed

6. **References**:

• OSHA Regulations 29 CFR 1910.38
• VCU Safety Manual: located at [Safety and Risk Management webpage](http://srm.vcu.edu)
• Environmental Health and Safety and Risk Management policy: located in VCU [Policy Library](http://policies.vcu.edu)