



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.
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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 assembly points
- 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**
- meeting with floor monitors at designated evacuation area
- keeping track of which floor monitors have reported
- giving responding emergency personnel any information you have, including areas that have not reported or that contain people that were unable to evacuate
- instructing floor monitors to help keep people away from the building
- informing VCU Police if there is anyone refusing to evacuate
- coordinating building reoccupation when and only when given permission by emergency personnel

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



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- 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:



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- 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. Shelter-in-Place: Some emergency situations will require personnel to shelter-in-place rather than evacuate the building. Only activate the fire alarm when the building evacuation is intended. These events include but are not limited to the following scenarios:
 - a. Active Shooter: if an active shooter is present or suspected within a building, move to a safe location away from shooter if possible. Hide in place if moving is dangerous. Lock doors, turn off lights, silence cell phones, and shelter behind dense objects most likely to stop a bullet. View "Run. Hide. Fight." video for more information.
 - b. Civil Disturbances: remain in place, lock doors and windows and close blinds if possible. Notify VCU Police of the situation, your name, and exact location.
 - c. Earthquakes: take shelter on the ground and under heavy furniture until shaking stops.
 - d. Fire Emergencies: if evacuating the building is impossible for any reason personnel should seek shelter in a stairwell or a room with a fire resistant door and exterior window to facilitate rescue. Those personnel should communicate their situation to the evacuation coordinator, floor monitors or emergency services either verbally or via phone.
 - e. Hazardous Material Release: if a spill or release is observed, shut windows and turn off open flames and hoods if possible. Move to a safe location away from the site of the incident and notify VCU Police of the event with as many details about the character and location of the occurrence as possible.



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Attempt to keep others from entering the affected area. Please refer to the VCU Hazardous Waste Contingency Plan for further instructions.

- f. Weather Emergencies: if weather emergencies are severe enough to prompt emergency action, personnel should move immediately to a predetermined shelter location that should be in the center of the lowest floor and as far from windows/doors with glass panes as possible.
 - g. Emergency Communications: Some of these and other event notifications will be made via the VCU Alertus System, as well as other electronic communication methods that will contain special instructions to be followed.
7. Training: Safety and Risk Management will conduct Evacuation drills at least annually. All building occupants shall treat these as actual emergencies and will be evaluated accordingly.
8. References:
- OSHA Regulations 29 CFR 1910.38
 - 2015 Virginia Building Code and 2015 Virginia Statewide Fire Prevention Code
 - VCU Hazardous Waste Contingency Plan: located on SRM website
 - Environmental Health and Safety and Risk Management Policy