

# TEMPLATE GUIDELINES

## Departmental Emergency Response Planning

---

Thank you for taking the time to engage in planning for disasters for your department. It's an important process that will help protect the safety of you, your co-workers, and your department as well as ALL the staff and students here at UCLA.

This document may seem daunting but this is a template- most of which has already been completed for you. So what do you need to do to complete it?

### **First:** Read the Document!

- **Yellow Text:** Instructions and guidelines on how to finish your plan.
- **Green Text:** Areas you need to fill in.
- **Tables:** All tables require your input.
- **Red Text:** Please do not delete.

What about the rest of the text? Read and understand it- but it can probably be left alone.

### **Second:** Convene a Committee and Plan!

You will probably need to convene a committee to discuss your emergency plans. The best emergency plans are not created in a vacuum- many people have different concerns, information, and ideas. Use these people to assist you in developing the plan and to help you carry the work load.

### **Third:** Finalize and Distribute the Document

To finalize:

- Delete the yellow text. Change the red text to black.
- Make sure there is all green text has been changed to your department-specific information. You can remove the green highlight if you like.
- Ensure that all the **tables** have been filled in.
- *Lastly, right click on the table of contents. Click "Update Field" and select the "Update the entire table." You've just updated your Table of Contents and you're ready to go!*

This document is intended for everyone in your department- from Deans and Department Chairs to Faculty and Staff. Make sure everyone gets a copy and reads it! An emergency plan is no good if no one knows what it is. Consider posting your plan on your department website or making sure everyone has a paper copy at their desk (with their personal emergency kits!)

If you need any help completing your document or need guidance on developing certain sections, please contact the UCLA Emergency Management Office at x56800.

**For your convenience, a digital version of the  
Departmental Emergency Response Template  
is available at:**

**<http://www.ehs.ucla.edu/pub/CAMERPLA.doc>**

# Emergency & Disaster Planning: Guidance

## Departmental Emergency Response Planning

---

### **Develop a Planning Team**

Gather a group of individuals to assist you in writing and developing the plan. Recruit a diverse group of people from various staff levels and various locations (if your department has multiple buildings).

### **Identify Challenges and Prioritize Activities**

Determine specific goals and milestones. Make a list of tasks to be performed, by whom and when.

### **Write the Plan**

Assign each member of the planning group a section to write. Determine the most appropriate format for each section.

Establish an aggressive timeline with specific goals. Provide enough time for completion of work, but not so much as to allow assignments to linger.

Establish a schedule for: Draft → Review → Final Draft → Publication/Distribution

### **Coordinate with Other Departments**

Meet periodically with other departments. If you share a building with other departments, inform them that you are creating an emergency management plan. While their official approval may not be required, they will likely have valuable insights and information to offer. Coordinate your plans to ensure that evacuation plans are synchronized.

Determine State and local requirements for reporting emergencies, and incorporate them into your procedures.

### **Maintain Contact with the UCLA Emergency Management Office**

Communicate with the Emergency Management Office to learn:

- How to improve your plan and get feedback on it
- About developments in the campus mass notification system (BruinAlert)
- How campus-wide emergency management will be supported
- Names, telephone numbers and pager numbers of key personnel

### **Review, Conduct Training and Revise**

Review your plan annually with a group and revise as needed.

Consider conducting a tabletop exercise during a staff meeting to discuss emergency management and your DERP. In a conference room setting, describe an emergency scenario and have participants discuss their responsibilities and how they would react to the situation. Based on this discussion, identify areas of confusion and overlap, and modify the plan accordingly.

### **Establish a Training Schedule**

Have one person or department responsible for developing a training schedule for your facility. Make sure everyone knows their roles and responsibilities as outlined in the plan. Participate in events like annual fire alarm testing or The Great California Shake Out.

# Am I Done Yet?: Finalizing Your Plan

## Departmental Emergency Response Planning

---

Ensure that your plan contains:

- Guidelines for receiving/distributing information during and after an incident.
- Secure storage locations for department first aid and emergency supplies.
- A designated location for a Department Operations Center (DOC).
- Evacuation routes to defined building assembly areas.
- Pre-defined recall procedures for essential personnel.
- A departmental emergency information hotline.
- Strategies for resuming normal operations.
- Advance planning for documenting an emergency's impact and cost.
- Work rules & policies that mitigate potential hazards and protect equipment.
- Inventory and storage locations lists of hazardous waste.
- Effective emergency reporting and notification protocols for offices, laboratories and classrooms.
- Outline for appropriate training of department personnel to the plan.

\*\*\*\*\*

Please ensure that you submit the **Department Emergency Contact: Summary Sheet (Section V)** to the UCLA Emergency Management Office by fax at: (310) 206-9480



# Plan Implementation

## Departmental Emergency Response Planning

---

Now that your Departmental Emergency Response Plan (DERP) has been completed, it's important to

- Distribute the plan to your staff and brief them in. Discuss it at a staff meeting and consider posting it to your website.
- Encourage all your personnel to register for BruinAlert at: <http://bruinalert.ucla.edu>
- Keep a copy of all essential emergency information at home. Consider developing laminated, wallet-sized cards of emergency phone roster
- Redundancy is critical for computer files, notebooks, research papers, and other vital documents. Encourage establishing secondary storage locations for such materials.
- Participate in the annual building fire alarm testing and/or The Great California Shakeout.
- Maintain your plan! Follow your determined plan maintenance schedule and review and update your plan at least annually.

If you need any help completing your document or need guidance on developing certain sections, please contact the UCLA Emergency Management Office at x56800.