

SOM Emergency Evacuation Communication Plan

1. Pre-Incident Planning & Communication:

- **Roles and Responsibilities:**

- Evacuation Coordinator – BSEC Team, Department Manager, SOM Facilities Team
- Communication Lead during an Emergency - Director of Facilities, Strategic Initiatives, Designated Leadership
- Communication Notifications – Designated Strategic Initiatives Representative, SOM Facilities
- Safety Officers - BSEC Team

- **Emergency Procedures Manual:**

- Evacuation routes – See Floor Plans
- Assembly points – See Emergency Action Plan (EAP)
- Communication protocols – Communication will be sent at the start of business and the end of the day via the RAVE Notification System (text, emails, and phone). Updates will be sent when applicable.
- Return-to-work procedures – Departments are to follow their continuity plan until it is safe to return to onsite work. Student curriculum to move to online curriculum until it is safe to return to campus

- **Training and Drills:**

- Active shooter training will be conducted annually
- Emergency drills and exercises (Fire, Evacuation, Earthquake) will be conducted regularly. Drills will be coordinated with the Campus Emergency Response Team

- **Communication System Redundancy:**

- RAVE Notification System – Communication application to send messages via email, text, phone
- UCR Safe App – Communication application for campus notifications via personal phone
- Campus Emergency Notification System – used to notify the campus about emergencies involving an immediate threat to health and safety

SOM Emergency Evacuation Communication Plan

- Two-Way Radio – Used via the BSEC Leads to communicate between the building and/or with the campus emergency response team
- **Accessibility Considerations:** Individuals with disabilities should inform Human Resources. If an individual cannot evacuate the building, the individual should shelter in place and alert the BSEC Team, or a co-worker should be notified. The individual's name, location, and injuries must be reported to the BSEC Lead, Leadership, or the SOM Facilities team.
 - Individuals who remain in the building will be reported to the Campus Emergency Response Team or First responders.
- **External Communication Plan:**
 - RAVE Notification System – Primary communication source to send information to all SOM Personnel
 - The Director of facilities will communicate with the Campus Emergency Response Team for building and campus updates. Designated SOM Leadership will provide communication
 - Designated SOM Leadership will communicate notifications through the RAVE Notification System. Notifications are to be sent daily or as needed
 - Designated Strategic Initiatives or Leadership representatives will communicate notifications and updates to the media and parents.

2. During the Incident:

- **Evacuation:**
 - **Alarm Signals:** Fire Alarm, RAVE Notification System, and Campus Notification System will alert SOM employees and students to evacuate the building.
 - **Designated Evacuation Routes:** Employees and students are to safely exit the building and report to the Emergency Assembly Area (see Emergency Action Plan)
 - **Evacuation Teams:** The BSEC Team will assist with the evacuation. Once SOM employees and students are in the Emergency Assembly Area (EAA), the BSEC team will communicate with the Department Managers to ensure everyone is accounted for.

SOM Emergency Evacuation Communication Plan

- **Real-time Headcount:** Department Managers must take attendance for their department's teams. Unaccounted personnel or disabled employees left inside the building must be reported to the BSEC Lead. The BSEC Lead will communicate with the Director of Facilities and/or the Campus Emergency Response Team.
- **Real-time Student Headcount:** Student Affairs representatives or classroom instructors are responsible for taking attendance for all classroom attendees. Student Representatives should send group notifications, along with individual student notifications, via the RAVE Notification System. Additionally, email notifications should be distributed to ensure an accurate onsite student headcount. Any unaccounted personnel or disabled employees remaining in the building must be reported to the BSEC Lead. The BSEC Lead will then communicate with the Director of Facilities and/or the Campus Emergency Response Team.
- **Communication:**
 - **Notification Tools:** The RAVE Notification System, Text, or Phone call will alert all SOM employees and students. I to ensure everyone can be accounted for.
 - **Regular Updates:** Leadership will send regular updates to all SOM employees and students via all available communication channels.
 - **Emergency App:** The RAVE Notification System for real-time communication, location tracking, and emergency notifications.
 - **Designated Spokesperson:** Designate a spokesperson to communicate with media and external stakeholders.

3. Post-Incident Assessment & Return-to-Work:

- **Safety Assessment:** The Campus Emergency Response Team (including the Fire Marshal, Building Safety, Designated Campus facility, SOM Facilities, and potentially external experts) will conduct a thorough assessment of the building and surrounding area to ensure it is safe for re-entry. This includes structural integrity, utilities, air quality, and potential hazards.
- **Communication about Building Status:** The Campus Emergency Response Team will communicate the building's status (safe or unsafe) to the Director of Facilities and/ or Designated Leadership. The Designated Leadership will initially communicate with all employees and students verbally and then via the RAVE Notification System. If the building is unsafe to return, the Designated Leadership should communicate alternative work arrangements or curriculum locations.

SOM Emergency Evacuation Communication Plan

- **Phased Re-entry (If Applicable):** Critical areas and departments will be prioritized if a phased re-entry is necessary. Designated Leadership will communicate the re-entry plan and specific instructions to each group.
- **Department Check-in:** All employees and students must check in with their department manager to confirm their safety. Unreported employees and students must be reported to the SOM Facilities Team, BSEC Lead, or Designated Leadership Team.
- **Debriefing:** An emergency town hall will be announced for the Dean to address the emergency.
- **Employee and Student Support:** Human Resources and Student Affairs to provide resources. They will offer employee assistance programs to address the psychological and emotional impact of the emergency. This includes counseling, stress management resources, and support groups.

4. Plan Maintenance and Review:

- **Regular Review:** The emergency and communication plan will be reviewed and updated annually or after any significant incident.