Building Emergency Evacuation and Response Plan

This document outlines the step-by-step procedures to be followed in the event of a building emergency, such as a fire or other urgent situation requiring evacuation. It details the roles and responsibilities of staff, students, and emergency responders, covering procedures for alarm activation, evacuation, accountability, communication, and post-incident actions, including the potential activation of continuity plans. The goal is to ensure the safety and well-being of all occupants within the building.

Immediate Response (Upon Alarm/Notification):

1. **Alarm/Notification:** Fire alarm or emergency notification activates.

2. **Evacuation:** Staff and students immediately evacuate the building via designated routes and proceed to the Emergency Assembly Area (EAA). *Do not gather belongings unless it's a grab-and-go situation (e.g., keys, phone, bag). Prioritize speed and safety.*

3. **Emergency Bag Retrieval:** The Building Supervisor for Emergency Coordinators (BSEC) retrieves the emergency bag and radio and proceeds directly to the Emergency Assembly Area (EAA).

4. **Department Manager Responsibilities:** Department Managers (DMs) retrieve the red binder, which contains the employee roster, emergency phone contacts, and emergency protocols, before proceeding to the Emergency Assembly Area (EAA).

5. **Building Evacuation Sweep:** The Building Emergency Staff (BES) thoroughly sweeps each floor, directing remaining individuals to evacuate the building. Individuals unable to evacuate independently are relocated to designated safe areas, including the Breakroom, near the elevator, and the exterior stairwell. The BES team records the location and any injuries these individuals have suffered. *Take a picture of anyone left behind.*

6. **Student Accountability:** Student Representatives and Student Affairs Representatives initiate contact with all students via the RAVE Notification System (email, text, phone), requesting confirmation of their safety and location. *This process should begin as soon as students arrive at the Emergency Assembly Area (EAA).*

7. **BES Report:** The Building Emergency Staff (BES) provides the Building Supervisor Emergency Coordinator (BSEC) with a detailed verbal building report that includes the location and condition of anyone remaining in the building (and why) and any observed hazards.

8. **Check-In.** All staff should check in with their manager or designated point of contact.

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II. Accountability and Incident Management in the Emergency Assembly Area (EAA):

9. **Formal Roll Call:** Department Managers (DMs) will conduct a formal roll call at the EAA using the red binder roster. The completed roster must be filled out and returned to the BES Team; an 'Orange' vest identifies the BES personnel.

10. **BSEC Consolidation:** The Building Supervisor Emergency Coordinator (BSEC) compiles all roll call information from the BES report to create a comprehensive accountability list.

11. **First Responder Liaison:** Upon arrival, the BSEC provides the accountability list and all relevant information (locations, injuries, etc.) to the first responders.

12. **Incident Assessment:** First responders assess the situation, prioritize injured individuals, and coordinate with the BSEC and designated leadership.

13. **Communication:** The emergency response team communicates with the Director of Facilities, BSEC, and/or designated leadership representatives, providing updates and receiving instructions as needed.

III. Post-Incident Procedures:

14. **All Clear:** a. The campus emergency response team issues the "all clear" to the Director of Facilities, BSEC, and designated leadership. These individuals communicate the "all clear" to staff and students, providing clear instructions for returning to the building, such as specific entry points and staggered return, both verbally and via the RAVE Notification System.

15. **Unsafe Building Conditions:** a. The campus emergency response team provides a building condition report to the Director of Facilities, BSEC, and/or designated leadership, who then informs the Dean about the building's condition. The next step in communication will be discussed with the designated leadership team.

16. **Continuity Plan Activation:** The Dean or Identified Leadership activates the department's continuity plan and online curriculum. This decision is communicated to all staff and students via verbal communication and the RAVE Notification System. The SOM continuity document is available on the SOM Intranet SharePoint. It is also available in a binder and a flash drive in SOM ED-I and SOM ED-II.

17. **Regular Updates:** Staff and students receive regular updates via the RAVE Notification System at the start and end of each business day. *Additional updates will occur as needed.*

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18. **Ongoing Communication:** Updates will continue until the issue is resolved and the return to normal operations is announced via the RAVE Notification System and/or an official email.

IV. Communication Sources:

o **RAVE Notification System:** The *RAVE Notification System* will alert all SOM employees and students via phone, text, and email to ensure everyone can be accounted for.

o **SOM Listserv:** Listserv that enables messaging via email to all SOM faculty, students, and staff.

o **UCR SOM Website:** A main page will only be set up if the threat lasts longer than one week. If so, a temporary banner with a hyperlink to a centrally dedicated web page with updated comprehensive information for all faculty, administration, students, and affiliates will be available.

V. Communication Plan:

o **Regular Updates:** Once a known threat is communicated, the Dean or delegate who is the Chief Financial and Administrative Officer (CFAO)[i] will gather the most recent updates on the threat at hand and lead the regular communication updates to all SOM employees and students via available communication sources noted above. If the threat is prolonged for more than 1 week, a SOM dedicated page will be set up and maintained with regular updates through the end of the threat.

VI. Communication about Status and SOM Uniform Action:

o The Dean or delegate will communicate with all the members of the SOM leadership team daily via a meeting on Zoom, in-person, and/or email, as conditions change, to update contingency plans. The Dean or delegate will then communicate updates to all employees and students via the RAVE Notification System and the SOM listserv to provide information on alternative work, class, or clinical training arrangements if the building and/or conditions for travel to clinical affiliates are deemed unsafe. Departments will follow uniform guidance provided by the department manager and/or their respective unit heads; employees and students will be referred to their business continuity plans.

o For student-facing units, each unit head will be responsible for providing students with directions on alternative curriculum locations, such as online curricula, etc., per the table below.

Student Body Group	Responsible Unit Head
Undergraduate Medical Education (UME)	Senior Associate Dean

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Biomedical Sciences	Chair
Master of Public Health (MPH) Program	Chair

VII. Communication Notification Process:

o RAVE Notification System – All SOM personnel and students will receive notifications through the RAVE Notification System (phone call, text messages, email), the primary communication tool. If the system is unavailable, communication will occur through standard phone calls, Zoom, via the SOM listserv, and/or in-person announcements (if applicable).

o Uniform decisions to activate the department's continuity plan will be communicated via the Dean or a designated spokesperson

o Dean or Dean's delegate will communicate daily notifications through the RAVE Notification System and SOM listserv.

o Daily communication will continue until the emergency incident has been resolved or it is safe to return to on-site work.

VIII. Phased Re-entry (If Applicable): Critical areas and departments will be prioritized if a phased re-entry is necessary. The Dean or delegate will communicate the re-entry plan and specific instructions to the leadership group and the overall SOM community.

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[i] *Dean's delegate is the CFAO; in absence of the CFAO, the Assistant Dean/Chief of Staff will serve as a backup.*

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