To Whom May Concern:

A Building Emergency Action Plan (EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. Cal-OSHA regulations require employers to establish, implement and maintain an EAP. The program must be in writing and include the following elements:

- The preferred means of reporting fires and other emergencies
- A system to alert and notify employees of an emergency
- Evacuation procedures and emergency escape routes
- Procedures for employees who remain to operate critical plant operations before they evacuate
- A procedure to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are able to perform them
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

While the EAP is developed to provide for the safety of the district community, it does contain information that should be kept confidential amongst faculty, staff and managers. Additional emergency preparedness information and resources are publicly provided in the Sonoma County Junior College District Emergency Preparedness Handbook and trainings can also be provided by Environmental Health and Safety (EH&S).

How to Complete This Plan Successfully:

This document is to be used as a template for creating a Building EAP, as well as additional incident and emergency response information that should be incorporated into the annual training for the EAP. As you read through the document, click on the gray shaded areas and type in the information requested.

Example: Enter Building Name

This template was designed to help the Building Safety Coordinator (BSC) working with the Area Safety Coordinators (ASCs) create an EAP, with the understanding that not all buildings and/or departments will have the same structure or protocols during an emergency. As the creator of your Building EAP, you have the flexibility to adjust it to fit your needs to best assure the safety of your colleagues and students in an emergency. EH&S can assist with alterations to this template and can provide advice to your specific situation.

Procedures for Employees Who Remain to Operate Critical Operations

Safety is a top priority at the District, and there are no critical operations worth risking one’s welfare to perform. If you believe your building has critical operations requiring an employee(s) to remain in the building during an evacuation (most departments will not), please contact Doug Kuula to develop this section of the plan.

Annual Updates, Revision and Drills/Exercises

Once the Building EAP is developed, it must be reviewed and tested annually by an emergency response drill/exercise and revised if necessary. Additionally, the EAP must be disseminated to all building faculty, staff and managers. Please forward the revised EAP electronically to Toni Chase at EH&S.

If you have questions or suggestions regarding this document, please direct those to:
Doug Kuula
dkuula@santarosa.edu

Please discard this cover page and do not include it in your final Building EAP