To Whom to 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
Enter Building Name

Enter The Campus or Center the Building is Located On

Building Emergency Action Plan

In compliance with:

California Code of Regulations
Title 8, Section 3220

Implementation Date: Enter Date
Revision Date: Enter Date
Prepared by Building Safety Coordinator: Enter Name
Introduction

Purpose
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 a written EAP containing elements outlined in this document.

The purpose of the Building EAP is to be comprehensive in nature and assist Sonoma County Junior College District employees in responding to any natural or man-made incidents that may affect District buildings. The primary goals of the Building EAP is to inform all employees of what will be expected of them during an emergency, and establish procedures for what should be done to mitigate and respond to incidents in the event of an emergency or life-threatening situation.

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 District Emergency Preparedness Handbook and training can also be provided by EH&S.

The District’s Emergency Planning, Response and Recovery Goals:

1. To ensure the safety of staff, faculty, students and visitors including those with disabilities or other functional needs. In meeting this goal, the District will ensure that people with disabilities are included in the emergency planning so they may offer their insights, knowledge, and resourcefulness.
2. Preserve and protect district property.
3. Resume district operations as soon as safely possible.

Annual Review
Once the Building EAP is developed, it must be reviewed annually and revised if necessary and should be disseminated to all building faculty, staff and managers. Additionally, the EAP must be tested annually by an emergency response drill/exercise. Please forward the revised EAP electronically to Toni Chase in the Sonoma County Junior College District Environmental Health and Safety Department (EH&S).
Contact Information

This EAP has been prepared for Enter Building Name. The plan complies with the California Code of Regulations, Title 8, Section 3220.

Enter Building Name
(Building Name)

Enter Name(s) of Departments Which Operate in This Building
(Building Occupants)

Enter Building Safety Coordinator  Enter Phone  Enter Email
(Building Safety Coordinator)  (Phone)  (email)

Enter Safety Coordinator  Enter Phone  Enter Email
(Alternative Building Safety Coordinator)  (Phone)  (email)

Area Safety Coordinator Contact List and Responsibility Area

<table>
<thead>
<tr>
<th>Area</th>
<th>Last Name</th>
<th>First Name</th>
<th>SRJC Work Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Area that ASC is responsible for</td>
<td>Enter ASC Last Name</td>
<td>Enter ASC First Name</td>
<td>Enter SRJC Work Phone</td>
<td>Enter cell phone for emergency contact</td>
</tr>
</tbody>
</table>

This Building Emergency Action Plan will be reviewed and updated annually in:  Enter Month
After review and update email the plan to Toni Chase in EH&S.
Emergency Protocols-Alert and Notification of Emergency

Reporting Emergencies:
In the event of an emergency, District employees should immediately contact Sonoma County Junior College District Police by dialing 707-527-1000.

You should call District Police at 707-527-1000:
- In the event of a medical emergency
- To report all fire incidents, even if the fire is extinguished
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as any situation that you believe may possibly result in injury, death, loss of property, or a criminal act

Provide the following information to District Police upon calling:
- Who you are
- Whether you are in a safe location
- The nature of the emergency
- The location of the emergency
- When it happened
- How it happened
- Remain on the line until District Police ends the call

Alert and Notification of Employees:
The District utilizes the AlertU text message alert system to notify staff, faculty, and students of campus or district wide emergencies. Staff, faculty, and students are encouraged to register their cell phone numbers with the alert system. Additionally, the District uses NetSupport Notify which can alert staff, faculty, and students using District owned computers of emergencies via a computer pop-up. A variety of other alert and notification methods are available, though not all systems apply to every building on district campuses, including:
- Audible alarm
- Visual alarms/signals
- Verbal notification
- Via other electronic media

The methods of alert and notification of employees in this building are:

Primary Method: Enter Primary Alert Method Here (be descriptive in outlining the procedure and who is responsible to initiate it)
Additional notifications: Add in Additional Methods (be descriptive in outlining the procedure(s) and who is responsible to initiate it)

Emergency Protocols-Evacuation

Evacuation Procedures & Routes

Many incidents (e.g. building fire, police response) could require an evacuation of all or part of the campus. All employees must evacuate the building when notified to do so.

The Decision to Evacuate

All employees must evacuate the building when notified to do so by District Police or when the building fire alarm is activated. If an employee believes that there is an emergency that poses a clear and immediate danger to human life they should notify building occupants to immediately begin the evacuation process and then notify district police at 707-527-1000 of the emergency.

If an employee becomes aware of an unsafe condition, but is unsure that it poses a clear and immediate danger to human life and warrants an evacuation, they should immediately notify District Police at 707-527-1000 for guidance and then notify their Area Safety Coordinator (ASC) or Building Safety Coordinator (BSC). More guidance regarding potential unsafe conditions can be found in the District Emergency Preparedness Handbook.

Prior to Exiting

After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. The BSC is responsible for ensuring that these evacuation signs are in posted and in good condition and ASCs should report any missing or damaged signs to the BSC. The BSC should notify EH&S of any missing signs.

The BSC and ASCs should assist in the evacuation of the building if it is safe to do so. The ASC should check their area to ensure that all persons have safely evacuated the building and assist in the evacuation of their area as needed. The ASC will be responsibility for assisting with the evacuation of persons with disabilities in their area and should identify people who may need assistance prior to an emergency. The BSC and ASCs need to address how to evacuate colleagues, students, or visitors with special needs that are unable to evacuate on their own.

Specific building procedures can be found in the attached Building EAP Evacuation Response Sheet and general evacuation guidance can be found in the District Emergency Preparedness Handbook.
Evacuation Assembly Area (EAA)

After exiting the building, all employees, students, and visitors should follow the evacuation route to the pre-arranged Evacuation Assembly Area (EAA) and should stay within their respective area safety group at the EAA until released. No one should leave the area until notified by the BSC, a District official, or emergency personnel at the scene.

Assigned Job Responsibilities

The following are some common duties carried out during an evacuation or emergency and do not include all responsibilities. The full duties and responsibilities of the BSCs and ASCs are outlined in the Sonoma County Junior College District Building and Area Safety Coordinator Program document which all BSCs and ASCs and provided with and trained on.

Building Safety Coordinator (BSC) Duties:

The BSC or designee ensures important communication and information exchange between the Facility Operations (Fac. Ops.) Exterior Team, their ASCs, and emergency personnel if needed. The BSC or designee is responsible for informing the first responders and (if activated) the on-scene Fac. Ops. Exterior Team of the status of building employees, students and visitors. The BSC should be prepared to provide the following information (if known):

- Nature of the emergency (e.g. fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

The BSC is responsible for sharing information as it becomes available to the ASCs and evacuated persons. The BSC should not leave the assembly area; therefore the BSC may assign an ASC to act as liaison to first responders and the Exterior Team if needed.

After a major incident, building occupants may not re-enter buildings until cleared by a District official or emergency personnel at the scene. The ASCs should assist in containing evacuees from their area and limit reentry until cleared.

Area Safety Coordinator (ASC) Duties:

Each ASC should be responsible for taking a roll call for their area once reaching the Evacuation Assembly Area (EAA) and therefore it is imperative that prior to an emergency the BSC and the ASCs work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency. The ASC should report any injuries in need of immediate care or persons still in the building to emergency personnel and the BSC. Any other minor injuries should be documented and reported through the proper chain of command to the BSC and the employee’s immediate supervisor. An Incident Report should be filled out and submitted when it is safe to do so.

Exterior Team Duties:

The Fac. Ops. Exterior Team will act as the liaison between the BSC and the Fac. Ops. DOC or the incident command post as needed. The Exterior Team will communicate the situation to District officials through the established chain of command outlined in the District Emergency Operations Plan. The Exterior Team will communicate any necessary information or instructions to the BSC as need. The Exterior Team may not be activated during smaller scale single building incidents.
Faculty Duties:
The building faculty shall be responsible for leading their students to the EAA, accounting for their students, and reporting the information to their ASC. They are required to inform students at the start of every semester how to report an emergency, and the location of exit points, emergency equipment, evacuation routes and EAA location(s) and how to sign up for AlertU.

Emergency Protocols- Shelter In Place

In the event of an active shooter, external hazmat spill or when ordered by district officials the Building Safety Coordinator should notify building occupants that they must shelter in place. If the District Police are not aware of the situation then the BSC should immediately notify them of the situation by calling 707-527-1000. In the event of an active shooter situation in your building, sheltering in place may or may not be the best option. District Police and EH&S promote the “Run. Hide. Fight” strategy in dealing with an active shooter. More information regarding active shooters can be found in the District Emergency Preparedness Handbook and the District Police offer scheduled active shooter training by request for small groups.

The ASCs are responsible for the securing their area and ensuring that occupants are aware of the shelter in place order. Building occupants should secure their doors and windows as best as possible and turn off their HVAC systems if they are able to do so. The ASCs should assist with securing doors and windows if possible and it is safe to do so. The ASC should take roll call and report to the BSC. The BSC will liaison with the Exterior Team, first responders, and DOC as appropriate and keep the ASCs and building occupants informed of the situation. The ASCs should try to keep occupants calm and contain their area as best as possible. When the incident is resolved the BSC and ASCs will announce the all clear when declared by District officials or emergency personnel at the scene.

Emergency Protocols- Active Shooter or Act of Violence


When preparing for an active shooter or threat of violence situation the phrase Run. Hide. Fight. should always be remembered. First and foremost, if it’s possible to get away from danger, do so. If the threat is in your building or area always try and escape or evacuate, even when others insist on staying. Trying to get out of harm’s way needs to be the number one priority. Once out of the line of fire, try to prevent others from walking into the danger zone and call District Police at 707-527-1000.

If it’s not possible to get out safely or if the treat is external to your building, find a place to hide. Act quickly and quietly. Try to secure the hiding place as much as possible. Turn out lights, and if possible, remember to lock doors. Silence ringers and vibration mode on cell phones. If there isn’t a safe room or closet, try to hide behind large objects that may offer protection. Try to remain quiet and calm.

As a last resort, if life is at risk, either alone or working together as a group, fight! Act with aggression. Improvise weapons. Disarm the shooter. Commit to taking the shooter down, no matter what.

District Police Officers are trained to respond without delay to begin a rapid search towards the gunfire to meet the shooter. Do not expect police to assist or tend to wounded victims until the shooter is no longer a threat.
Signatures

This EAP has been reviewed and approved by the following individuals:

________________________________________   (Insert Supervising Admin Name and Title) ____________________________ (Date)

________________________________________   (Insert Supervising Admin Name and Title as Needed) ____________________________ (Date)

________________________________________   (Insert Supervising Admin Name and Title as Needed) ____________________________ (Date)

The Building Safety Coordinator, Alternate BSC and Area Safety Coordinators are aware of their responsibilities, as described in this plan:

________________________________________   (Building Safety Coordinator) ____________________________ (Date)

________________________________________   (BSC Alternate or Area Safety Coordinator) ____________________________ (Date)

________________________________________   (Area Safety Coordinator) ____________________________ (Date)

________________________________________   (Area Safety Coordinator) ____________________________ (Date)

________________________________________   (Area Safety Coordinator) ____________________________ (Date)

________________________________________   (Area Safety Coordinator) ____________________________ (Date)

________________________________________   (Area Safety Coordinator) ____________________________ (Date)
INSERT EVACUATION MAP(S) HERE
Roll Call Sheet

Enter Building Name

Building and Area Safety Coordinators are responsible for maintaining a current list of personnel in the building. This form can be used, or, if your department currently has a directory, you can format it into a roll sheet with room and building location and attach it to the EAP. BSCs and ASCs should have a copy to complete roll call during an emergency.

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<th>Job Title</th>
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