

## **Section 3. RESPONDING TO AN EMERGENCY: Checklist for Departmental Management**

### **A. Working-Hours Emergencies**

- Institute the immediate response procedures in Section 4 (or flip chart), for the specific emergency type noted there

#### **If evacuation of your building is necessary:**

- Follow the guidelines in Sec. 4 (or flip chart) under the tab titled: *Evacuation of Campus/Buildings/Persons with Disabilities*
- Ensure that your emergency response kit noted in Sec. 2B is brought out of the building.
- Determine if there are unaccounted-for personnel who might need assistance. A departmental roster for this purpose should be on hand.
- Restrict entry to building through verbal instructions and postings. Note that some campus buildings can be locked-down via the card entry system, or via "key blocks" located in the fire department "Knox box" for your building (e.g., for major lab buildings).
- When emergency response personnel arrive, relay any pertinent information regarding injuries, trapped individuals, alarms, etc. Follow their instructions.
- Access emergency information resources (see first page of Sec. 4, or a flip chart). Keep your department informed as much as possible.
- Determine if the Emergency Operations Center (EOC) has been established by checking for e-mail messages, or check the UCSB homepage, or come to the EOC
- If EOC has been established, collect information from within your department. Report your personnel and building status to EOC via runner, or fax (8659). Use the *Department Emergency Status Report* form herein.

- The EOC may provide guidance on road conditions, whether classes are cancelled and whether personnel should go home. After a major quake, flooding, etc. many individuals may choose to leave campus to check on their homes and family members. Ideally, they should first check-in with department management, so that they are not assumed to be trapped/missing and to receive information on safe exiting, etc.

**B. After-Hour Emergencies  
(Nights, weekends, holidays, and off-campus meetings)**

If you are off-site, adhere to the following after you've addressed your personal issues:

- If at home, monitor the radio and television for campus and roadway emergency information to determine if safe passage to campus is available.
- If it is safe to do so, adhere to YOUR department 's return-to-work procedure as home situation and traveling conditions permit. As your department's representative during emergencies, report to the EOC for information and direction as soon as you enter the campus.
- After arrival at your department, follow the guidelines above under 3A.