



# UC San Diego

## Policy & Procedure Manual

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### ENVIRONMENT, HEALTH & SAFETY

#### Section: 516-8

Effective: 04/05/2022

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Issuing Office: [Emergency Preparedness](#)

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## EMERGENCY PREPAREDNESS

### I. POLICY

As directed by [Systemwide](#) policy, UC San Diego shall develop and maintain a comprehensive Emergency Management Plan which addresses the campus community's planned response to various levels of man-made or natural emergency situations including fires, hazardous spills, earthquakes, flooding, explosion, and civil disorders.

### II. RESPONSIBILITIES

- A. The Chancellor has generally designated the Office of Environment, Health and Safety to manage the daily planning and operational aspects of the campuswide program.
- B. Vice Chancellors, Deans, and Provosts should help ensure that their respective departments are complying with all aspects of the overall program including personnel training, mitigating potential safety hazards, and developing specific departmental response plans.
- C. Department Chairs and Directors are generally responsible for ensuring the development of Emergency Action and Business Continuity Plans for each of their areas.
- D. Supervisors are generally responsible for training their employees regarding appropriate emergency response activities.
- E. Employees are expected to understand their roles and responsibilities within their department's Emergency Action Plan. This may include knowledge of building evacuation routes; use of fire extinguishers, alarms; accessing emergency services; responding during an earthquake; reacting to hazardous material spills; and dealing with personnel injuries.

### III. PROCEDURES

- A. The Office of Environment, Health and Safety (EH&S) has assumed the lead responsibility for managing the overall campuswide Emergency Management Plan.
- B. UC San Diego's Plan is generally comprised into six parts. See UC San Diego Emergency Operations & Incident Management Plan
- C. An integral part of the University's program is the development of a specific Emergency Action Plan for each department. These Action Plans provide safety procedures for building occupants to recognize and react to hazards that may be encountered on the job and be able to successfully evacuate the facility to designated gathering areas outside.
- D. An integral part of the University's program is the development of a Business Continuity Plan for each department. These Business Continuity plans identify key processes necessary for the departments to continue operations in the event of a large-scale incident. Business Continuity

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Plans should also include contact lists and processes that are not dependent on vulnerable technology to continue operations.

- E. EH&S is responsible for providing guidance to departments on preparing and updating Business Continuity Plans. EH&S is responsible for meeting with each department at least once every three years to review, provide advice on, and make recommendations for each department's Business Continuity Plan.
- F. EH&S maintains an extensive network of emergency contacts for all departmental spaces on campus. These contacts receive periodic emergency planning information and training from EH&S to share with their faculty, staff, and student peers. This helps ensure the on-going flow of important emergency planning information into all areas of the University in a timely fashion.

### IV. REFERENCES

- A. NIMS/SEMS/ICS Regulations – FEMA 2013
- B. UC San Diego Emergency Operations & Incident Management Plan
- C. [Emergency Preparedness - Blink](#)

### V. REVISION HISTORY

July 16, 2015 – This policy was originally issued.

July 16, 2018 – Policy reviewed with revision history added.

April 05, 2022 – The policy was reviewed as part of the 3 year policy review cycle. Updates were made for the addition of Business Continuity Plans. Minor updates – formatting and UCOP reference weblink.