



Additional considerations for your emergency action plan:

1. There may be a need for communications during emergencies to the various employees (and offices) in the building. Communication via designated runners or area sweepers; phone tree or PA system, etc., can help ensure emergency information is provided to employees and Building Monitor so that the appropriate action (see workplace violence guidance) or evacuation occurs. Identify the Building Monitor in your emergency action plan and all associated standard operation procedures (SOP's).
2. Is there a procedure to account for all departmental personnel after the emergency procedures are complete? (see example EAP) Does the plan address all emergencies that might occur in the your work area, such as fire; chemical; weather; threats; etc.?
3. Evaluate the emergency action plan to insure that all necessary shutdown procedures have been addressed with the proper personnel assigned to complete the task. Review the Standard Operating Procedures (SOPs) to ensure rapid closure with minimal disruption.
4. The training elements of the emergency action program will cover all details of the emergency procedures including where and how to report the emergency, locations of the alarm or reporting station. A list of emergency numbers should be posted on bulletin boards, near telephones, or other visible locations. A list of current key personnel to be contacted should also be available.
5. There is a need for Emergency Action training to ensure the plan elements will accomplish the designed task. Keep in mind that the emergency may occur in any portion of your department and may affect some element of your current plan. Coordinate training with the police and fire departments. Conduct emergency training with individuals who may need assistance. After each emergency action training, hold a follow-up evaluation of the session to look for oversights. Make necessary changes as they are discovered and forward them promptly to EH&S office.
6. Persons with mobility impairments have been stranded in buildings during the power outages. Please address this issue for employees, students and visitors that might be in your area, so the Emergency Action Coordinators know of the special needs of these individuals. Determine their needs should an emergency evacuation arise.
7. Evaluate the need in your department to provide instructions for people who may need to contact someone for special assistance. Solicit input from individuals who may need help.
8. Rescue of personnel in wheelchairs on floors not at ground level requires specific attention. Special training is required and there are a wide variety of chairs to be concerned with. It is particularly traumatic to have several inexperienced people try to carry the impaired individual out of the building (NOT RECOMMENDED). Try to determine what is appropriate for each.
9. Develop procedures to identify individuals who need assistance. Implement a Buddy System by having someone and an alternate assigned to stay with each individual to assist during emergencies. Develop SOP's for anticipated emergencies defining where to go, who to contact, and who will report to the Emergency Action Coordinator.
10. The NMSU Fire Section and Police Department have the 911 emergency plan and procedures to assist impaired individuals. Contact them for further details that might be specific to your particular department or individual needs