

UT Health Science Center: EM5502 - Emergency Action Plans	
Version 1	Publication Date: 06/24/2024

Objective

This procedure details provisions for emergency action plans (EAP), exit routes and emergency planning as required by 29 CFR 1910.38 and adopted by Tennessee OSHA.

Scope

This procedure covers employees working in buildings owned and leased by the Memphis campus of the UT Health Science Center.

Roles

Campus Safety and Emergency Management (Campus Safety) responsibilities:

- Develop, maintain, and implement the campus emergency operations plan and emergency action plan.
- Provide emergency response training upon request.
- Perform periodic drills (e.g., fire drills)

Supervisor responsibilities:

- Understand emergency response procedures.
- Review the EAP with employees when initially assigned to a job, when employee responsibilities under the plan change, and when the EAP for their work area changes.
- Assign responsibilities to employees with the responsibility for performing critical operations prior to evacuation (e.g., natural or medical gas shut-off).
- Establish and communicate a plan to account for employees after evacuation.
- Investigate reported safety concerns or contact Campus Safety for assistance.

Employee responsibilities:

- Complete training, understand and adhere to emergency response procedures.
- Be familiar with the location of emergency equipment such as fire alarm pull stations, AEDs and other equipment.
- Report safety concerns to their supervisor or Campus Safety

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Definitions

- Emergency Action Plan: Written document that identifies the following procedures:
 - Reporting a fire or other emergency
 - Emergency evacuation,
 - Employees who remain to perform critical operations before they evacuate.
 - Account for all employees after evacuation.
 - Employees performing rescue or medical duties.
- Employee: University personnel, including students.
- Supervisor: A person who supervises a person or activity, including instructors and Principal Investigators.

Procedure

- The EAP identifies procedures for the following:
 - Reporting a fire or other emergency
 - Emergency evacuation,
 - Employees who remain to perform critical operations before they evacuate.
 - Account for all employees after evacuation.
 - Employees performing rescue or medical duties.
- The EAP will be accessible to employees through the UT Health Science Center website.
- Supervisors must review the EAP with employees when initially assigned to a job, when employee responsibilities under the plan change, and when the EAP for their work area changes.
- In areas where critical operations must be performed prior to evacuation, the work area supervisor must either perform these responsibilities or assign these responsibilities to employees and ensure their ability to perform these procedures. Examples include securing hazardous materials and shutting off natural gas or medical gas prior to evacuation.
- Supervisors are responsible for accounting for employees or for establishing and communicating a procedure to account for employees after an evacuation.
- Individuals that have completed CPR/AED training may use this equipment in the event of an emergency.

Penalties/Disciplinary Action for Non-Compliance

Non-compliance with this procedure may result in life-threatening injury in the event of an emergency. Disciplinary action of employees or students and/or civil or criminal penalties may result.

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Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Campus Safety and Emergency Management	(901) 448-6114	safety@uthsc.edu
Policy Training	Campus Safety and Emergency Management	(901) 448-6114	safety@uthsc.edu
Emergency Action Plans	Campus Safety and Emergency Management	(901) 448-6114	safety@uthsc.edu

Related Policies/Guidance Documents

- [SA0100 Safety and Environmental Health Program](#)
- [SA0200 Emergency Management](#)
- [SA0700 Safety and Environmental Health Responsibilities](#)
- [SA0750 Safety Training](#)
- [UTHSC Emergency Response Plan](#)
- [FS5300 Fire Safety Plan](#)