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| **Directions:** Use this document to outline basic information needed for your department’s Fire Safety & Evacuation Plan (FSEP). If necessary, attach additional sheets. Return completed forms to the Environmental Health & Safety / Emergency Management office via email at emergencymanagement@sru.edu by October 15, 2023. Contact Sandra Perez at 724-738-2055 with questions. |
| **Section 1: Department Contacts (Responsible for FSEP)**  |
| The Emergency Response Coordinator (ERC) obtains and posts floor plans with evacuation routes, ensures the FSEP is kept current and communicated to all employees. The ERC may implement the department notification (call-tree) process as directed by the department head. The ERC will advise employees where “Areas of Refuge” or “Areas of Rescue Assistance” are located, may be asked to assist in ensuring department spaces are vacated, and may volunteer to assist individuals with disabilities to appropriate refuge/rescue areas. |
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| **Department Name:** | **Building Location(s):**  |

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| **Department Administrator:**  | **Cell Phone** **#:**  | **Email Address:**  |

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| **Emergency Coordinator:**  | **Cell Phone #:** | **Email Address:** |

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| **Alternate Emergency Coordinator:** | **Cell Phone #:** | **Email Address:** |

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| **Section 2: Department Communication Plan**  |
| “Call-trees” identify department faculty and staff and their emergency contact phone number, and are organized so that the ERC notifies typically one to three individuals, who then notify an additional one to three individuals. This notification continues until all department employees have been contacted. Call-trees are intended to provide information related to internal departmental actions during an emergency situation. They are not intended to supersede nor replace institutional Campus Alert emergency notifications. Enroll to receive Campus Alert emergency notifications by following procedures provided on the University Communications & Public Relations website: [https://www.sru.edu/offices/university-communication-and-public-affairs/campus-alerts](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sru.edu%2Foffices%2Funiversity-communication-and-public-affairs%2Fcampus-alerts&data=05%7C01%7Csandra.perez%40sru.edu%7Cdae6c384d2c44243dd1708dbb4a7ddf8%7C86555dba073b4ff7b7d1b73a77c5bd92%7C0%7C0%7C638302405313686844%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=i7RK%2FgJPMUQTGcmInMOOyB5rk3COKxSXyvCzVn12TXk%3D&reserved=0). Update call-trees during the academic year as needed and ensure updates are provided to all employees.How will critical information be disseminated to department employees? (Phone call, text message, or email-indicate all that apply)Primary Method: (Identify Method) Secondary Method: (Identify Method)Call-Tree Reviewed (Provide Date)Department employees were made aware of call-tree procedures and provided updated call-tree on: (Provide Date)Physical location of official call-tree in the department (to be readily accessible at all times): |
| **Section 3: Evacuation Routes-Assembly Points**  |
| Floor plans shall identify primary and secondary routes of evacuation from the building and should be posted in readily visible locations. Close doors to offices and classrooms upon leaving. If the primary evacuation route is obstructed, follow the secondary evacuation route to exit the building. Do not use elevators. Once outside, proceed to the evacuation assembly point as identified in this FSEP. Evacuation assembly points should be no less than thirty (30) feet, and may likely be further from the affected building. For assistance in identifying appropriate evacuation routes and assembly points, contact EHS/EM by calling 724-738-2055. |
| **Evacuation Assembly Points (EAP)** |
| Primary Evacuation Assembly Point | **[Primary Site]** |
| Alternate Evacuation Assembly Point | **[Alternate Site]** |
| Areas of Refuge or Areas of Rescue Assistance | Building Stairwells |
| **Evacuation routes have been posted** (Provide Date):  |
| **Section 4: Emergency Procedures – Fire Safety** |
| In case of fire, get out and stay out. Crawl low under smoke if present and pull the fire alarm as you leave. From a safe location, notify SRU Police at 724-738-3333. Refer to SRU’s Emergency Procedure Guidelines for Employees, Students, and Visitors for guidance during fires and all other campus emergencies. This information is available electronically on the EHS/EM website ([https://www.sru.edu/offices/environmental-health-and-safety/emergency-management-and-preparedness](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sru.edu%2Foffices%2Fenvironmental-health-and-safety%2Femergency-management-and-preparedness&data=05%7C01%7Csandra.perez%40sru.edu%7Cdae6c384d2c44243dd1708dbb4a7ddf8%7C86555dba073b4ff7b7d1b73a77c5bd92%7C0%7C0%7C638302405313686844%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0da5nCzxwL4mHVMULQNYamGRNkto6n8RFQHaGGxtO0A%3D&reserved=0)). |
| **Section 5: Critical Operations/Equipment** |
| Identify services and any associated equipment deemed critical to continue departmental operations and customer service.  Examples of critical operations include but are not limited to technology needs for academic classes, lab experimentation involving chemicals, and continuing housing and dining services for students. Contact EHS/Emergency Management with questions or to request assistance. |

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| **Critical Operations** | **Action to be taken/Shut down procedure** | **Employee Responsible** |
| **Functions that must be continued.** | How to shut down equipment prior to evacuating. | Person who performs this critical function. |
| **[Critical Functions]** | **[Action]** | **[Name]** |
| **[Critical Functions]** | **[Action]** | **[Name]** |
| **[Critical Functions]** | **[Action]** | **[Name]** |
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| **Section 6: EHS/Emergency Management** |
| FSEP Plan and Worksheet reviewed and updated by: [Please provide Name, Title and Date] FSEP Worksheet was distributed to departmental employees on:NOTE: Please include the email address emergencymanagement@sru.edu as a cc: on FSEP distribution to employees |
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