

Area Emergency Plans



What are AEPs?

AEPs:

- Area Emergency Plans (AEP's) describe the actions employees should take to ensure their safety in the event of a fire or other emergency.

Goals:

- Well developed AEP's and proper employee training (to ensure employees understand their roles and responsibilities under the plan) will result in fewer and less severe employee injuries, in addition to less damage to the facility during emergencies.

Tips and Tricks for

Developing an AEP

Plan Locations

Plans should be kept in a location easily accessible, including:

- At the front desk
- In internal documentation
 - i.e. a shared drive or internal webpage
- Coordinators desk

Emergency Contacts

Emergency contacts should be unit or group specific:

- Unit Manager
 - Someone that oversees the department, or someone that can make decisions in an emergency
- Unit Emergency Coordinator
 - Someone familiar with the layout of the department that is regularly available for issues during work hours

Unit Call Tree

- Unit Call Trees should contain:
 - Does not need to mirror org chart
 - Start with someone who is regularly in the office
 - Each person reaches 3 people
 - Should include anyone who is part of the unit

Designated Assembly Area

- The designated assembly area should be:
 - Somewhere that all employees can get to
 - Somewhere that all employees know
 - Far enough away that the fire is not a hazard

First Aid Kits

- A standard first aid kit should be sufficient for most small medical responses
 - More items can be added to it
- If you need help, contact EHS for supplies

Go Kits

- Go Kits work for:
 - When the power goes out
 - Emergency evacuations
 - Fire drills
- They should contain enough items to alert first responders when people are missing

Need more help?

- Visit:
 - ehs.unm.edu/emergencyplans
- Call:
 - 505-277-2753
- Email:
 - emergencyplans@unm.edu