

Emergency Management: Implementation Plan

Department: Fire and Emergency Management Group

Program: Emergency Management

Owner: Program Manager

Authority: ES&H Manual, Chapter 37, Emergency Management¹

The requirements of Chapter 37, “Emergency Management”, will be phased in according to the following schedule.

Section Number	Section Title	Requirement Note	Status	Effective Date	Schedule Note
5	Requirements				
5.1	General				
5.1.1	Hazard Assessment		Existing	Immediate	
5.1.2	Emergency Planning				
5.1.2.1	Emergency Preparedness Plan		Existing	Immediate	
5.1.2.2	Emergency Plan Implementing Procedures		Existing	Immediate	
5.1.2.3	Emergency Resource Database		Existing	Immediate	
5.1.2.4	Facility Emergency Plans and Life Safety Information		Existing	Immediate	New process under development
5.1.2.5	Continuity of Operations Program		New	6/30/2007	Allows for generation of outline of continuity of operations plan
5.1.2.6	Review		Existing	Immediate	
5.1.3	Emergency Management Organization		Existing	Immediate	
5.1.4	Reporting		Existing	Immediate	
5.1.5	Equipment				
5.1.5.1	Emergency Supplies		Existing	Immediate	
5.1.5.2	NFPA 704 Hazardous Material Warning	New informational documentation	New	Immediate	

¹ *SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)*, Chapter 37, “Emergency Management”, <http://www-group.slac.stanford.edu/esh/emergency/chapter/policies.htm>

Emergency Management: Implementation Plan

Section Number	Section Title	Requirement Note	Status	Effective Date	Schedule Note
	Placards for Emergency Responders	for existing program			
5.1.6	Personnel				
5.1.6.1	Emergency Management Organization Personnel		Existing	Immediate	
5.1.6.2	Building Managers		Existing	Immediate	
5.1.6.3	Stanford Emergency Response Team		Existing	Immediate	
5.1.6.4	Building Assessment Team		Existing	Immediate	
5.1.7	Roles and Responsibilities		Existing	Immediate	
5.1.7.1	Emergency Management Coordinator / Program Manager		Existing	Immediate	
5.1.7.2	Emergency and Fire Management Group Manager		Existing	Immediate	
5.1.7.3	The Palo Alto Fire Department		Existing	Immediate	
5.1.7.4	San Mateo Sheriff's Office		Existing	Immediate	
5.1.7.5	SLAC Site Security		Existing	Immediate	
5.1.7.6	SLAC Medical Department		Existing	Immediate	
5.1.7.7	SLAC Emergency Response Team		Existing	Immediate	
5.1.7.8	Building Assessment Team		Existing	Immediate	
5.1.7.9	Building Managers		Existing	Immediate	
5.1.7.10	Emergency Management Organization Personnel		Existing	Immediate	
5.1.7.11	All Persons		Existing	Immediate	
5.2	Procedures and Specific Requirements				
5.2.1	Assessment		Existing	Immediate	
5.2.2	Emergency Planning				
5.2.2.1	Site Wide Emergency Plans		Existing	Immediate	

Emergency Management: Implementation Plan

Section Number	Section Title	Requirement Note	Status	Effective Date	Schedule Note
5.2.2.2	Facility Emergency Plans and Life Safety Box Information		Existing	Immediate	New process under development
5.2.3	Equipment				
5.2.3.2	NFPA 704 Hazardous Material Warning Placards for Emergency Responders	New informational documentation for existing program	New	Immediate	
5.2.4	Personnel				
5.2.4.1	Guidelines for All Persons at SLAC		Existing	Immediate	
5.2.4.2	Guidelines for Emergency Management Organization Staff		Existing	Immediate	
5.3	Training				
5.3.1	EOC Staff		Existing	Immediate	
5.3.2	Building Managers		Existing	Immediate	
5.3.3	SERT Members		Existing	Immediate	
5.3.4	Building Assessment Team Members		Existing	Immediate	
5.3.5	All Persons		Existing	Immediate	