

Emergency Management: Document Requirements

Department: Fire and Emergency Management

Program: Emergency Management

Owner: Program Manager

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

This summary includes all required emergency management documents and associated responsibilities.

Legend

The emergency management program manager is the emergency management coordinator (EMC).

DOE = Department of Energy; EMC = emergency management coordinator; EMO = emergency management organization; EOC = emergency operations center; EPP = emergency preparedness plan; EPIP = emergency plan implementing procedures; ERAP = emergency response assurance program; ERD = emergency resource database; FEP = facility emergency plan; MCC = Main Control Center; PAFD = Palo Alto Fire Department

Required Document(s)	Owner	Description / Use	Audience	Access	Distribution	Required Update	Required Approval
ES&H Manual, Chapter 37, "Emergency Management"	EMC	Contains emergency management policy and procedures	Everyone at SLAC	Public	Web http://www-group.slac.stanford.edu/esh/emergency/chapter/policies.htm	ES&H Manual revision cycle	ES&H Manual process
Emergency Management: Facility Emergency Plan Template (SLAC-I-730-0A14J-001)	EMC	Describes required information for FEPPs	Building managers	SLAC only	Web https://www-internal.slac.stanford.edu/esh/emergency/fep/emergencyTemplateFEP.doc	As needed	ES&H Manual process

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>

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Facility emergency plan (For buildings with 10 or more occupants or certain hazards)	Building manager	Lists all emergency information for a specific building, including the emergency assembly point	Building occupants and emergency responders	SLAC only	Print Distribution must be documented by building manager: Heads of departments that occupy the building, EOC, MCC, SLAC Site Security manager, PAFD	Annually or sooner if circumstances change	EMC or fire marshal
Emergency Management: Life Safety Box Template (SLAC-I-730-0A14J-002)	EMC	Describes required information for life safety boxes	Building managers	SLAC only	Station 7 Web https://www-internal.slac.stanford.edu/esh/emergency/fep/emergencyTemplateLSB.doc	As needed	ES&H Manual process
Life Safety Box Information (For buildings listed as requiring a life safety box)	Building manager	Provides emergency information (e.g. hazards, building manager contact info, utility shut off)	Emergency responders	SLAC only	Print Post information on and in life safety box	Annually or sooner if circumstances change	EMC or fire marshal
Emergency Management: Situational Guidelines (SLAC-I-730-0A14T-001)	EMC	First steps to take in specific types of emergencies	Everyone at SLAC	Public	Web http://www-group.slac.stanford.edu/esh/eshmanual/references/emergencyGuideSituation.pdf Print Attached to FEPs	As needed	ES&H Manual process

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Comprehensive Hazard Assessment (SLAC-I-730-0A14H-001)	EMC	Analyzes hazards so that managers can prioritize mitigation efforts	Managers	SLAC only	Web https://www-internal.slac.stanford.edu/esh/documents_internal/cha.pdf	Minimum once every three years	ES&H Manual process
Emergency Management: Emergency Resource Database	SLAC fire marshal	Contact information	EOC staff	EOC staff only	E-mail Updated and distributed once every three months to EOC, MCC, SLAC Site Security manager, PAFD Station 7	Minimum of once every three months	
SLAC Emergency Preparedness Plan (SLAC-I-730-0A14A-002)	EMC	Describes EMO, their roles and responsibilities Includes description of emergency equipment and location	EOC staff	SLAC only	Web https://www-internal.slac.stanford.edu/esh/documents_internal/epp.pdf Print EOC, MCC, SLAC Site Security manager, PAFD Station 7	As required due to changes in emergency planning, site use, improvements in preparedness	ES&H Manual process
Emergency Plan Implementing Procedures (SLAC-I-730-0A14C-001)	EMC	Guidance for EOC staff; includes staff positions and hazard-specific checklists	EOC staff only	SLAC only	Web https://www-internal.slac.stanford.edu/esh/emergency/resources/emergencyMapResources.pdf Print EOC, MCC, SLAC Site Security manager, PAFD Station 7	In tandem with EPP updates	ES&H Manual process
Emergency Readiness Assurance Plan	EMC and DOE Stanford Site Office representative		DOE	SLAC only	Print Jointly submitted by authors to DOE headquarters	Annual updates (with a five year review cycle)	?