



Subject: Safety Programs and Requirements:
Emergency Response/Action Plan – Action Plan

Section: V

Date: 06/18/2008

Page 1 of 2

The University of Arizona has a comprehensive emergency action plan that defines employee responsibilities in the event of personal injury, radiation spill, chemical spill, biological spill, fire, bomb threats & suspicious objects, suspicious or threatening parcels and letters, etc. The U of A documentation of this plan should be required reading for all employees and should be posted permanently on all safety bulletin boards.

The Steward Observatory emergency response/action plan addresses emergencies that may reasonably be expected in the workplace, fulfills the requirements listed in OSHA1910.38 and provides the following kinds of information:

1. Assignment of emergency planning tasks
2. A site map of each building or facility showing exits and safety equipment
3. A list of potential workplace emergencies
4. A workplace summary that identifies chemicals and hazardous materials and the location of MSDS sheets
5. Escape procedures and emergency escape route assignments
6. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
7. Procedures to account for all employees after emergency evacuation has been completed
8. Rescue and medical duties for those who are to perform them
9. The preferred means of reporting fires and other emergencies; and
10. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

The Observatory will ensure all its facilities have an employee alarm system which complies with OSHA 1910.165, and before implementing the emergency action plan, the observatory will designate and train a sufficient number of employees to assist in the safe and orderly evacuation of employees.



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Page 2 of 2

In addition, the Observatory will have a Fire Prevention Plan which includes the following:

1. A list of major workplace fire hazards, their proper handling and storage procedures, and the type of fire protection equipment or systems which can control them
2. Names or job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions of fires
3. Names or job titles of those personnel responsible for control of fuel source hazards

The Observatory will also control accumulations of flammable and combustible waste materials and residues so they do not contribute to a fire emergency. And last, the Observatory shall provide proper training of employees and maintenance of equipment designed to control fires.

For information and the official University of Arizona documentation on this subject please go to:
<https://risk.arizona.edu/emergency-info/emergency-response>