

## Creating an Emergency Action Plan for your Building and Room

1. Click on the Emergency Action Plan link.
2. From the building list, choose your building, then choose your room number.

IOWA STATE UNIVERSITY  
Environmental Health and Safety | Emergency Action Plan

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Room Selection

Building

Environmental Health and Safety Services Building

Clear

Room

1100

Clear

Continue

3. Click Continue.
4. Complete the form.

**NOTE** – when entering the name of the individuals below, enter their last name, and a list of names will appear, select the correct person, and the field will populate their Name and Office Phone number. You will need to enter their cell phone number. A home phone number is NOT required.

- The following information is **required**:
- Professor / Supervisor, Emergency Contact, and First Alternate
- Name, Office Phone, and Cell Phone for each person
- The following information is **optional and not required**:
  - a. Second Alternate and Third Alternate, if needed

## Edit Emergency Action Plan

Update the values below to edit the Emergency Action Plan for your building and room. Once completed, click Save to create your new Emergency Action Plan document that can be posted in your location.

Location	Effective Date
Environmental Health and Safety Services Building - 1100	03/11/2021

<b>Professor / Supervisor:</b>			
<b>Name</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Home Phone</b>
<input type="text" value="Paul Richmond"/>	<input type="text" value="515-294-9698"/>	<input type="text" value="515-555-1212"/>	<input type="text"/>
<b>This information is required</b>			
<b>Emergency Contact:</b>			
<b>Name</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Home Phone</b>
<input type="text" value="Stephen Simpson"/>	<input type="text" value="515-294-7675"/>	<input type="text" value="515-555-5555"/>	<input type="text"/>
<b>First Alternate:</b>			
<b>Name</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Home Phone</b>
<input type="text" value="William Diesslin"/>	<input type="text" value="515-294-2105"/>	<input type="text" value="515-555-1234"/>	<input type="text"/>
<b>Second Alternate:</b>			
<b>Name</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Home Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Third Alternate:</b>			
<b>Name</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Home Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home phone number and Second and Third Alternate are not required to complete the Emergency Action Plan.

## Creating an Emergency Action Plan for your Building and Room

5. Complete the following information:

**NOTE** – If a field does not apply to your building, enter N/A.

- Fire Meeting location and specific instructions
- Severe Weather Notification Instructions
- Severe Weather Storm Shelter location
- Spill Kit Location
- This Lab works with Radiological Materials and This Lab works with Biological Materials. If you check these boxes, complete the additional fields for this information.
- Location Specific Notes

Fire Meeting location and specific instructions (enter building name and location)

4-H Building near main entrance

Severe Weather Notification Instructions

Listen for alarm and move to the severe weather shelter.

Severe Weather Storm Shelter location (enter specific location within the building)

1322 & 1323

Spill Kit Location (enter specific location within the building)

1108

This Lab works with Radiological Materials ☐

This Lab works with Biological Materials ☐

Location Specific Notes (enter notes that are specific to this location)

Enter location specific information here

 Back to Choose Building and Room

 Save

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- Radiological and Biological Spill fields

In the event of a Radiological Spill proceed to: (enter specific location within the building)

4-H Building near main entrance

Safety Shower Location (enter specific location within the building)

1230

BioSafety Spill Kit Location (enter specific location within the building)

1108

Supervisor Office (enter specific location within the building)

1106

Safety Shower Location (enter specific location within the building)

1230

Location Specific Notes (enter notes that are specific to this location)

Enter location specific information here

 Back to Choose Building and Room

 Save

6. When complete click Save.
7. A PDF form is generated and opens for you to print and place in your location. Additionally, the Emergency Action Plan is sent to your email. You can open it there and print it off. It is recommended you print off your Building Map and place it with the Emergency Action Plan. A link in the email will take you to the building information website to locate and print your building map.

Emergency Action Plan



Environmental Health and Safety <ehs\_dontreply@iastate.edu>

Thursday, March 11, 2021 at 10:22 AM

[Show Details](#)

 EmgActionPlan\_Envi...  
580.8 KB

 Download All

 Preview All

Hello,

Attached is your Emergency Action Plan for the following location:

Environmental Health and Safety Services Building - 1100

You can view your plan here: <https://ask.ehs.iastate.edu/eap/EmgActionPlan/Details/2>

To download a printable Emergency Evacuation Map for your building, click <https://www.ehs.iastate.edu/prep/building-information>. Be sure to select the map for the correct floor.

Thank you.

## Creating an Emergency Action Plan for your Building and Room

- Review the PDF, if you notice any errors or wish to add additional information, close the PDF file and return to the Emergency Action Plan web application.
- On the web application, you can edit the Emergency Action Plan you created by locating it in the list and clicking on the Edit button. After making your edits, click Save. A new PDF is generated. The updated Emergency Action Plan is also sent to you via email. If you prefer, you can create a new Emergency Action Plan from scratch by clicking the button on the screen.

**NOTE –** Do not delete older versions of your Emergency Action Plan.

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### Emergency Action Plans

Thank you for creating the Emergency Action Plan, your plan has been emailed to you and it will be downloaded automatically on your computer. Please visit [this link](#) to download a printable Emergency Evacuation Map for your building. Be sure to select the map for the correct floor. ×

[+ Create New Emergency Action Plan](#)

**Building**  
--- Select a Building ---

**Room**  
--- Select a Room ---

**Creation Date**  
Date From  to  Date To

**Created By**

[Reset](#) [Filter](#)

Building	Room	Inserted By	Inserted On	
Environmental Health and Safety Services Building	1100		3/11/2021 9:55:19 AM	<a href="#">↓</a> <a href="#">✎</a> <a href="#">i</a> <a href="#">✕</a>
Environmental Health and Safety Services Building	1000		3/10/2021 11:59:50 AM	<a href="#">↓</a> <a href="#">✎</a> <a href="#">i</a> <a href="#">✕</a>