

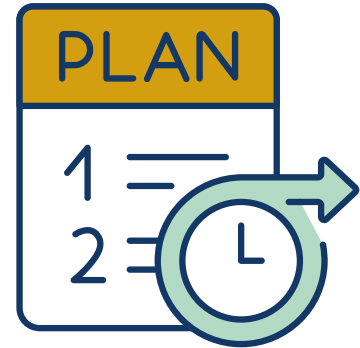


UNIVERSITY OF
NOTRE DAME

RISK MANAGEMENT AND SAFETY

EMERGENCY ACTION PLAN (EAP)

An **Emergency Action Plan (EAP)** is a written document that outlines how to respond quickly and safely during emergencies like fires, severe weather, medical situations, or active violence. It defines roles, evacuation routes, and communication procedures to ensure a coordinated and effective response. The goal of an EAP is to protect lives, reduce injuries, and minimize property damage by preparing everyone to act quickly and confidently when an emergency occurs.



Why EAPs matter

Emergencies can happen without warning. Having a clear plan in place reduces panic, prevents injuries, and saves time when every second counts. A well-communicated EAP ensures that all students, faculty, and staff know what to do and where to go. It is also an opportunity to assign specific roles, like evacuation leaders or emergency contacts, so everyone can respond with confidence and coordination during a crisis.

KEY ELEMENTS

Every EAP includes essential components such as evacuation procedures, emergency reporting methods, and designated meeting locations. It outlines who is responsible for specific actions, how people with special needs will be assisted, and how information will be communicated both internally and externally. Regular training and practice drills ensure that the plan stays fresh in everyone's minds and is effective in real-life situations.

STAYING PREPARED

An EAP is only effective if it's kept current. Departments should review and update their plans at least once a year or whenever changes in staffing, building layout, or operations occur. Training and drills should be conducted regularly to build confidence and awareness among all personnel.

You can view your building's Emergency Action Plan by visiting the Risk Management and Safety website at riskmanagement.nd.edu (or using the provided QR code) under the "Building/Department Emergency Action Plans" section.



SCAN ME

FINAL TAKEAWAY

A strong Emergency Action Plan helps protect our campus community by ensuring a calm, clear, and coordinated response in critical moments. Knowing the plan—and your role in it—can make all the difference when it matters most.