

DEPARTMENT EMERGENCY ACTION PLAN (DEAP) QUALITY RUBRIC

The following chart displays the points value for grading the quality and completeness of a DEAP.

IMPORTANT NOTE: This rubric is heavily weighted toward the completion of the Department Emergency Callback & Personnel Roster (#46) to ensure the safety of staff are accounted for following a major emergency.

No.	Required Information	Description	Points
1.	Department Name		1
2.	Cost Center		1
3.	Manager/Director Name		2
4.	Manager/Director Email		1
5.	Manager/Director Phone Number		1
6.	Department Main Phone Number		1
7.	Red Emergency Phone Number		1
8.	Campus		.5
9.	Building Name		.5
10.	City		.5
11.	Floor		.5
12.	Suite/Room		.5
13.	Unit Description		.5
14.	Average Number of Staff Present	The highest average number of staff present during any shift.	.5
15.	Average Number of Patients Present	The highest average number of patients present during any shift.	.5
16.	Description of Patients Needs	Provide any information related to emergency needs of your patient.	.5
17.	Primary Floor Warden Name		2
18.	Primary Floor Warden Phone		2
19.	Primary Floor Warden Email		2
20.	Secondary Floor Warden Name		2
21.	Secondary Floor Warden Phone		2
22.	Secondary Floor Warden Email		2
23.	Tertiary Floor Warden Name		2
24.	Tertiary Floor Warden Phone		2
25.	Tertiary Floor Warden Email		2
26.	Primary Smoke Compartment Location (Hospital Locations only)	The smoke compartment information can be found here: https://ehs.ucsf.edu/smoke-compartments	.5
27.	Secondary Smoke Compartment Location (Hospital Locations only)		.5
28.	Primary Evacuation Route	The evacuation maps can be found on Box using your MyAccess login here: - Mission Bay only maps: https://ucsf.app.box.com/s/x1yr7lvodt610kq3h3fxwui6zir639 - All other maps (ex. Parnassus) https://ucsf.app.box.com/s/02f7q4v6bj2uo3mcjm14325uhepqhivu	3
29.	Alternate Evacuation Route		3
30.	Primary Emergency Assembly Area	This should be an area located outside of your building.	3
31.	Secondary Emergency Assembly Area	This should be an area located outside of your building.	3
32.	Designated Waiting Area	This is an area where people will wait for evacuation assistance from first responders.	3
33.	AED Location		.5
34.	Crash Cart Location		.5

No.	Required Information	Description	Points
35.	Department Emergency Supplies Location		.5
36.	Emergency Lighting and Red Outlet Location		.5
37.	Evacuation Med Sleds or Chairs Location	If you need assistance locating your nearest med sled or chair, please contact: EmergencyManagement@ucsf.edu .	.5
38.	Fire Alarm Boxes Location		.5
39.	Fire Doors Location	If you are not familiar where your Fire Doors Location	.5
40.	Fire Extinguishers Location		.5
41.	Hazardous Spill Kit Location		.5
42.	Meals Ready to Eat Location		.5
43.	Red Emergency Phone Location		.5
44.	Utilities Management		1
45.	Hazardous Materials		1
46.	Department Emergency Callback & Personnel Roster	This should be attached to DEAP with staff segregated in Teams based on home proximity to UCSF. Points: 10 = Name 5 = Role 10 = Phone Number 5 = Team 5 = Estimated Time to Reach UCSF 35 Total Points	35
47.	Smoke Compartment Map (if in a hospital)	If you are in a hospital, your smoke compartment map should be attached to your DEAP.	3
48.	Evacuation Map	The evacuation maps can be found on Box using your MyAccess login here: - Mission Bay only maps: https://ucsf.app.box.com/s/x1yr7lvodt610kq3h3fxwui6zir639 - All other maps (ex. Parnassus) https://ucsf.app.box.com/s/02f7q4v6bj2uo3mcjm14325uhepqhivu	3
49.	Emergency Assembly Area Map	An Emergency Assembly Area Map should be attached to DEAP.	3
50.	Submitter Email Address	This is the email address of the staff member that completed the DEAP.	1
51.	Submitter Phone Number	This is the phone number of the staff member that completed the DEAP.	1
Total Points			100

DEAP GRADING SCALE

90 – 100%	A	Excellent
80 – 89%	B	Good
70 – 79%	C	Satisfactory
60 – 69%	D	Marginal Pass
< 60%	F	Inadequate