



EHS Written Practice Directive

Emergency Action Plan - Required Training

Division: Administration & Finance
Department: Environment, Health, and Safety
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Authority:

Cal/OSHA Title 8 §3220 Emergency Action Plan
CSU Coded Memo RM-2018-1 Emergency Management Program

Objective:

Establish a formal process to provide and document emergency preparedness training for all SFSU and Auxiliary employees.

Statement:

The procedures below describe a formal process for creating, updating, assigning, and tracking emergency preparedness training of SFSU and Auxiliary employees.

Procedures:

1. EHS developed online training on the “SFSU Emergency Action Plan” and uploaded it into the CSU Learn learning management system (LMS). The training is updated as necessary.
2. The CSU Learn learning management system (LMS) assigns this training to current and newly hired SFSU and Auxiliary employees. Refresher training is assigned every three years.
3. The system documents the completion of training. Periodic system-generated email reminders are sent to employees who have not completed their training or overdue on their refresher.
4. EHS periodically compiles a summary report of employees who have not completed their required SFSU Emergency Action Plan training for follow up by management.