The Emergency Action Plan (EAP) Template with fill-in fields was created to make the process of filling out the document quicker and easier. Because the document is in digital format, it can be completed on computer and printed out by the user. The document can also be updated at regular intervals, e-mailed to the campus Emergency Preparedness Coordinator and quickly accessed during an emergency by the Emergency Operations Center.

To fill out the template on your computer, open the document in Microsoft Word. Start by clicking your mouse pointer in any black or grey color box. Fill out the requested information and tab to the next field. The document will expand to fit the information typed.

To use the spell check function in Word, go to menu bar and select View--Toolbars--Forms. On the Forms toolbar, left click on the padlock icon to deselect it. (The document is not password protected.) The spell-check in Word is now enabled. After spell-checking the document, left click the padlock icon on the Forms toolbar to reselect it.

If you have any questions or suggestions about filling out the EAP, please contact David Heaphy, the campus Emergency Operations Team Member at (916) 278-6000, or by e-mail dheaphy@csus.edu