

Appendix A

**EMERGENCY MANAGEMENT CHECKLIST
Level 1 & Level 2 Emergencies
(Not requiring activation of Incident Command Team)**

SECTION 1. To be completed by individual first notified of emergency.

Date of Notification: _____ Time of Notification: _____ AM/PM
Name & Dept. of Notifier: _____
Responding Officer or University Official Notified: _____

Please check off the following steps as they are completed, noting date and time where indicated **Time/Date**

_____ Director of Public Safety/Other Administrator notified _____
(If other administrator, who?) _____

SECTION 2. To be completed by Director of Public Safety/Other Administrator **Time/Date**

_____ Director of Public Safety/other administrator performs _____
assessment of situation.
Performed by: _____

_____ Director of Public Safety/other administrator notifies _____
Vice President for Human Resources and if appropriate, Senior Vice
President/Vice President (or designee) of the area affected to
present the situation and discuss action(s).
Names of others notified: _____

_____ Director of Public Safety/other administrator and Vice President _____
for Human Resources determine severity level of situation
and that Incident Command Team activation is NOT required.

Determination: _____ Level 1 _____ Level 2 _____ Level 3 Emergency
(If Level 2 emergency or Level 3 emergency requiring activation of Incident Command Team, please use Emergency
Management Checklist in Appendix B)

Notes: _____

_____ Director of Public Safety/other administrator notifies Senior Director _____
of Public Relations, who determines what elements of the Communications
Plan should be implemented. If a crime or alleged crime situation occurs,
for example, it is likely that the media will be interested. The Public
Relations Department must be informed of the event as early as
possible so that an official statement can be prepared in a timely manner.

SECTION 3. To be completed by Vice President for Human Resources or designee Time/Date

_____ Vice President for Human Resources or designee contacts the appropriate internal manager(s), who takes the necessary action(s) as directed. _____

Name(s) of manager(s) Directed actions

_____ Upon review of situation, manager reports status of the emergency back to the Vice President for Human Resources. _____

Name(s) of manager(s) Status

_____ Vice President for Human Resources notifies Senior Vice President for Business Affairs, other Senior Vice President/VPs (or designees) of status, as appropriate. _____

_____ Senior Vice President for Business Affairs may update University President. _____

_____ Incident Concluded _____

SECTION 4. To be completed by Public Safety Department Time/Date

_____ The Public Safety Department documents the incident with a police report of the actions taken and any subsequent consequences, copying the Human Resource Department. _____

_____ Members of the Emergency Preparedness subcommittee of the University Safety Committee will meet within 2-3 days of resolution to evaluate handling of situation and review documentation. Subcommittee will then report to full Safety Committee during next scheduled meeting regarding effectiveness of preparedness and response measures, noting any areas that might be improved/ changed in event of future crises. _____

LEVEL 1 & 2 EMERGENCIES NOT REQUIRING ACTIVATION OF ICT

