

Appendix B

**EMERGENCY MANAGEMENT CHECKLIST
Level 2 & Level 3 Emergencies
(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 required.

Determination: _____ Level 1 _____ Level 2 _____ Level 3 Emergency
(if Level 1 or Level 2 emergency not requiring activation of Incident Command Team, please use Emergency Management Checklist in Appendix A)

Notes: _____

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

_____ Vice President for Human Resources notifies Senior Vice President for Business Affairs, who together activate the Incident Command Team (“the Team”). Unless otherwise indicated, the Team will meet in the Operations Center conference room of the Facilities Service Center Building (back-up locations: Sewall Center and Braddock Hall). Senior Vice President for Business Affairs or Senior Vice President for Academic Affairs will preside over Team. _____

Designated meeting date/time & location (if not Operations Center):

_____ Senior Vice President for Business Affairs notifies University President. _____

_____ Upon assessment of the situation, the Team shall designate an information-gathering/verifying group or individual to report facts to Team as they become available, made up of those working most closely with the situation. The group/individual is also responsible for sharing information with the Director of Public Relations for the development of a chronological fact sheet and additional update report materials. _____

Members of group:

_____ Each Team member, other designated personnel/departments, internal and external emergency response team, or outside agency takes the appropriate actions as directed. _____

<u>Name(s) of manager(s)</u>	<u>Directed actions</u>
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_____ The Team will reconvene at regular intervals throughout the crisis in order to stay informed of the situation. Reconvening time/date (and location, if not Operations Center): _____

_____ The Team reassesses the crisis.
Finding: _____ Incident concluded
 _____ Further action required

Crisis resolved:

_____ Team or designated manager reports back to his/her
Vice President and Senior Vice President for Business
Affairs (if not present at time of resolution). _____

_____ Senior Vice President for Business Affairs will notify
University President of resolution of the crisis. _____

If the reassessment calls for additional operations:

_____ Actions are identified and assigned to the appropriate
personnel, emergency response teams or agencies. _____

Name(s) of manager(s) Directed actions

_____ Once again, a reassessment occurs by the Team. When resolved,
follow steps under Crisis Resolved section directly above.

_____ The Director of Public Relations will coordinate the appropriate
communications, in conjunction with input from others. _____

_____ The Team and any other designated managers document the incident,
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. _____

*Members of the Incident Command Team will remain on-call 24 hours a day as long as the media is reporting the story and/or the crisis continues. Individual members of the Team may be released from responsibilities as the crisis subsides.

LEVEL 2 & 3 EMERGENCIES REQUIRING ACTIVATION OF ICT

