**(INSERT BUILDING NAME)**

**EMERGENCY ACTION PLAN**

****

**Document Date: INSERT DATE**

The **(INSERT BUILDING NAME)** Emergency Action Plan is a component of the University of Iowa Emergency Operations Plan (EOP). It is designed to address an organized and structured response to emergencies associated with natural, technological and human-caused incidents/disasters.

The University of Iowa, through its planning, takes a comprehensive approach to emergency management through integration of the four phases of emergency management, which include prevention/mitigation, preparedness, response and recovery.

In order to execute the plan effectively, emergency response personnel should have knowledge and familiarity of the procedures set forth in this plan. Organizations, departments and university employees having roles and responsibilities established by the plan are expected to understand their role and to develop individual unit procedures in support of it.

This emergency action plan was developed in partnership between **(INSERT BUILDING NAME)** Emergency Action Team and the University of Iowa Office of Emergency Management (OEM). Updates and changes to this document will be made to meet the needs of the organization. Any recommended changes should be directed to the **(INSERT BUILDING NAME)** Emergency Action Team.

**The (INSERT BUILDING NAME) Building Emergency Coordinator will review and revise, on an annual basis and otherwise as needed, and will submit any updates to the UI Office of Emergency Management through the Building Coordinator.**

 \_\_\_\_\_ \_\_\_\_\_\_\_\_

Building Emergency Coordinator Date Submitted

 \_\_\_\_\_ \_\_\_\_\_\_\_\_

Building Coordinator Date Submitted

 \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UI Office of Emergency Management Designee Date Approved

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# **Purpose and Scope**

The purpose of this document is to outline resources and emergency procedures for **(INSERT BUILDING NAME)** located at **(INSERT ADDRESS).** This plan is designed to respond to a wide range of incidents from situations that can be handled by a single resource to incidents requiring complex, multi-agency response. The Building Emergency Action Plan (BEAP) is considered to be a component of the University of Iowa’s Emergency Operations Plan (EOP); together these plans provide the operational flexibility to expand and cover large scale, multi-agency responses as described by the National Incident Management Systems (NIMS).

The BEAP is intended to facilitate, as needed, the coordination of individuals responses with multiple internal and external departments, agencies and jurisdictions operating under the National Incident Management System framework.

Appropriate training of employees assigned to this facility and any documentation verifying such training has occurred should be completed within 60 days of hire/assignment or implementation of the plan.

Nothing in this plan, or the applicable training, shall be construed in a manner that limits the use of good judgement and common sense in matters not foreseen or covered by the elements of the plan nor shall it imply absolute safety or protection, if followed.

# **Distribution**

The University of Iowa Department of Public Safety (DPS) through the Office of Emergency Management (OEM) maintains the master copy of this document. This document will, at a minimum, be updated/verified annually by the building coordinator and all updates will be provided to OEM. Copies of the plan shall be distributed to the following groups.

* University of Iowa Department of Public Safety
* **(INSERT distribution list specific to your building)**

The current approved plan will be maintained and made available through the applicable Building Coordinators.

# **Facility Information**

**(Insert any information about your building that you feel is necessary, to include services provided, administrative units maintained in the facility, etc.)**

# **Disaster Operations**

## Critical Incidents

For events at **(INSERT BUILDING NAME),** the Incident Commander in conjunction with the building emergency personnel may be responsible for implementing the initial response to critical incidents. This could be by means of initial notification, leadership during evacuation, accountability procedures, etc. A critical incident can be classified as any event with potential of causing a negative impact on students, faculty, staff, or visitors as well as the property of the University. Examples of critical incidents include, but are not limited to:

* Fire
* Severe weather
* Active violence
* Bomb threats
* Hazardous material release
* Medical emergency

Individuals should consider actions outlined in the Emergency Response Guide (Appendix A) to protect themselves during an emergency. Based on applicable equipment and other resources in this facility that are outlined in this plan and the associated appendices, individuals may also have additional options related to this facility.

## Incident Command System

The Incident Command System (ICS) is a standardized management system that facilitates organization, control, and effective use of resources for the purpose of stabilizing a critical incident. The uniqueness of the ICS structure helps to avoid confusion over different rank titles and organizational structures.

ICS should be utilized during a response to incidents that require coordination and control of personnel and/or equipment beyond the scope of the immediate first responders. Not all components of ICS need to be activated when the system is deployed. Only those components that are needed to stabilize a critical incident should be used. Any component or duty not assigned by the Incident Commander will remain the responsibility of the Incident Commander.

One key feature of ICS is “Management by Objectives” Objectives and initial decisions for any emergency should be based on the following three (3) priorities:

* Life Safety
* Incident Stabilization
* Property Preservation

## Building Emergency Action Personnel

UI is committed to protecting the welfare of its community members and safeguarding its vital interests. For this reason, UI has established guidelines for building emergency planning. Building emergency personnel play an important role in the implementation and effectiveness of this guidance in the building.

## Building Coordinator

* Perform all duties as outlined by Facilities Management in regard to building coordination
* If no additional designation is made, will fulfill role of building emergency coordinator as listed below
	+ Provide coordination and liaison efforts to the building emergency coordinator and UI DPS

## Building Emergency Coordinator (BEC)\*

* Implement this plan with the assistance of UI DPS
* Ensure that building occupants receive training relative to the emergency plan
* Conduct periodic emergency drills and complete UI after action reports
* Revise and/or update plan as necessary
* Additional Response Functions:
	+ As it becomes available, and through coordination with public safety personnel, provide appropriate information to those at the assembly area about the nature and status of the incident
	+ Serve as the point of contact for UI DPS for information pertaining to the incident/facility

## Floor Coordinators

* Floor (or Area) Coordinators will assist in the evacuation and shelter-in-place of their assigned floor when safe for them to do so
* To ensure coverage, it may be necessary for each floor to have multiple floor coordinators
* Response functions, if safe to do so:
	+ Provide direction to occupants
	+ Conduct accountability procedures and report to the building emergency coordinator
	+ Assist those needing assistance
	+ Share information with emergency personnel about the location, nature, and status of the incident, as applicable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Name | Office Location | Office Phone | Cell Phone |
| Building Coordinator |   |  |  |  |
| Building Coordinator |  |  |  |  |
| Building Emergency Coordinator\*  |  |  |  |  |
| Building Emergency Coordinator\* |  |  |  |  |
| (Floor or Area) Coordinator |  |  |  |  |
| (Floor or Area) Coordinator |  |  |  |  |
| (Floor or Area) Coordinator |  |  |  |  |
| (Floor or Area) Coordinator |  |  |  |  |
| (Floor or Area) Coordinator |  |  |  |  |
| (Floor or Area) Coordinator |  |  |  |  |

\*If different than the Building Coordinator

## Building Emergency Equipment

Building equipment will vary by facility. It is important for building occupants to be familiar with the location and operation of safety equipment that is accessible to them to be used in the case of emergency.

1. Automated External Defibrillator(s) (AED)
	1. **(LOCATION)**
	2. **(LOCATION)**
2. Stop the Bleed kit(s)
	1. **(LOCATION)**
	2. **(LOCATION)**
3. First aid kit(s)
	1. **(LOCATION)**
	2. **(LOCATION)**
4. Eye Wash Station(s)
	1. **(LOCATION)**
	2. **(LOCATION)**
5. Fire Alarm Pull-Station

These devices are located throughout the building and are normally adjacent to a stair or exit.

* All occupants should familiarize themselves with the location of the fire alarm pull-stations, extinguishers, and other fire safety equipment.
1. Panic Buttons

There have been various types of panic buttons installed within UI facilities. In some cases, activating the button notifies UI DPS and in others, the notification occurs to departmental contacts. Within this facility, the following exists:

[ ] Panic buttons that, when activated, will automatically summon University of Iowa Police are located in the following areas:

1. **(INSERT ROOM NUMBER/LOCATION)**
2. **(INSERT ROOM NUMBER/LOCATION)**
3. **(INSERT ROOM NUMBER/LOCATION)**

[ ]  Panic buttons that, when activated, DO NOT automatically summon University of Iowa Police are located in the following areas:

1. **(INSERT ROOM NUMBER/LOCATION)**
2. **(INSERT ROOM NUMBER/LOCATION)**
3. **(INSERT ROOM NUMBER/LOCATION)**

When activated, a notification is provided to the following individuals via **(INSERT THE METHOD OF NOTIFICATION):**

1. **(INSERT TITLE AND NAME)**
2. **(INSERT TITLE AND NAME)**

[ ]  This facility does not contain panic buttons

1. Lockdown Buttons

 Enabling a lockdown button will not automatically summon UIPD. Once enabled, the lockdown button will prevent entrance into the room for which the button was activated.

[ ]  Lockdown buttons are located in the following areas:

1. **(INSERT ROOM NUMBER/LOCATION)**
2. **(INSERT ROOM NUMBER/LOCATION)**
3. **(INSERT ROOM NUMBER/LOCATION)**

[ ]  This facility does not contain lockdown buttons

1. Emergency Power Generators

Various buildings across campus maintain various levels of back-up power. It is important to know what operations are supported by back-up generators if you are expecting to receive an uninterrupted supply.

[ ]  This facility maintains back-up power for life safety operations only and there are no additional expectations for power support.

[ ]  This facility maintains back-up power capability for life safety operations as well as additional operations. Any occupant/unit who requires uninterrupted power support is responsible for verifying the availability and obtaining authorization to access emergency power from FM.

[ ]  This facility does not have a back-up generator

1. Weather Radios

NOAA weather radios are an option for receiving early warning for all types of severe weather.

[ ]  Weather radios are located in the following areas:

1. **(INSERT LOCATION)**
2. **(INSERT LOCATION)**

[ ]  This facility does not contain weather radios

In addition to weather radios, the University of Iowa has a live weather station on top of Kinnick Stadium. This weather station provides live weather data and will also show all weather alerts issued by the NWS. This weather station can be accessed at [johnson.weatherstem.com/uiowa](http://johnson.weatherstem.com/uiowa) .

## Emergency Actions and Evacuations Guidelines

Emergency actions and evacuation procedures should be available to building occupants. All individuals should be trained in the applicable procedures and/or recommended options to consider during an emergency. This should also include the accountability process once at the assembly area.

All students, faculty, and staff should review safety guidelines and familiarize themselves with important areas in campus buildings, including exits, exit routes, rescue areas, stairways, elevators, and emergency telephones.

1. Emergency Evacuation Assembly Areas

In the case that the building must be evacuated for any reason, there are locations designated for accountability procedures to take place to ensure that the evacuation of building occupants has occurred. In some instances, it may not be safe or practical to use these locations so occupants should always listen for additional instructions from the Building Emergency Coordinator and/or public safety officials or, as applicable, make the decision to relocate elsewhere based on their own circumstances. If a person has safely evacuated but is unable or prefers not to physically check in at the evacuation location, they should notify their designated building emergency personnel or supervisor of their wellbeing as soon as they can safely do so. The following locations have been designated and consideration has been given for extreme weather situations where an alternate indoor facility may also be needed:

1. Fire evacuation assembly locations:
2. **(INSERT LOCATION)**
3. **(INSERT LOCATION)**
4. **(INSERT LOCATION)**
5. Bomb threat evacuation assembly locations:
6. **(INSERT LOCATION)**
7. **(INSERT LOCATION)**
8. **(INSERT LOCATION)**
9. Hazardous material incident assembly evacuation locations:
10. **(INSERT LOCATION)**
11. **(INSERT LOCATION)**
12. **(INSERT LOCATION)**
13. Responding to an evacuation order:
14. If you need assistance evacuating—whether you have a permanent or temporary need—please review the Additional Assistance Guidelines section of this document and prepare accordingly
15. When you hear a building fire alarm, other applicable alarm, or are told to evacuate, do not assume it’s a drill or false alarm. Always take emergency action.
16. Locate and proceed out of the building via the nearest safe exit.
	1. Use alternate exit if the primary exit is obstructed
	2. If smoke, heat, flames, or other dangerous condition, block your exit routes, or you are unable to evacuate on your own, stay in the room with the door closed. Place a rolled towel, coat, or other appropriate fabric underneath the door. Signal for help by waving a brightly colored cloth or shining a flashlight out the window. If you have access to a phone, call 911 and let them know your exact location.
	3. Keep low to the floor if smoke is present
17. Do not use elevators in fire emergencies or as otherwise indicated
18. Proceed to the designated emergency evacuation assembly location, if safe to do so
19. Once assembled, begin accountability process; report any missing people to the appropriate emergency officials as soon as possible
20. Do not re-enter the building until applicable first responders or other emergency personnel have authorized re-entry
21. Employee Accountability Procedures After Evacuation
	1. Building emergency action personnel and other leaders will be responsible for accountability procedures. This may be achieved personally, or through a designee.
	2. Each employee should, when safe to do so, check in with their designated point of contact. All leaders will report their head count and any other status information to the Building Emergency Coordinator or designee who will report it to public safety officials.

[ ]  This facility maintains separate procedures to conduct accountability procedures (if checked, INSERT APPENDIX LABEL).

## Shelter in Place

“Shelter in place” means to take immediate shelter within a facility or structure. The recommended location inside may be different for different types of emergencies. Certain situations such as a weather emergency, chemical release, or violent criminal activity may prompt a need to consider sheltering in place also referred to as severe weather sheltering, hazardous material release sheltering, and secure-in-place, respectively. Although there are various hazards that may prompt the need to shelter in place, in general, shelter in place is appropriate when conditions outside are unsafe and a higher degree of safety may be available inside. Once a shelter-in-place has been issued, no one should leave the area until an “all clear” is provided from authorities, unless a greater danger exists by remaining in place, or the directive expires.

### Severe Weather Sheltering

Tornados, as well as other forms of severe weather, may prompt a need to seek shelter from applicable dangerous weather conditions.

Unless areas within the building have met the appropriate [FEMA guidelines](https://www.fema.gov/emergency-managers/risk-management/safe-rooms), specific areas should not be designated as tornado safe areas, safe rooms, safe shelters etc. If no such locations exist, another option is those locations that meet the FEMA standard to be designated as a Best Available Refuse Area (BARA). The term “best available refuge areas” refers to areas in an existing building that have been deemed by a qualified architect or engineer to likely offer the greatest safety for building occupants during a tornado. This designation should be made by a qualified architect or structural engineer using applicable FEMA and engineering standards for guidance in designation.

[ ]  Safe Rooms have been designated by applicable authorities and exist at:

1. **(INSERT LOCATION)**
2. **(INSERT LOCATION)**
3. **(INSERT LOCATION)**

[ ]  Best Available Refuge Areas have been designated by applicable authorities and exist at:

1. **(INSERT LOCATION)**
2. **(INSERT LOCATION)**
3. **(INSERT LOCATION)**

**[ ]** There are no specific areas designated and therefore all occupants are instructed to follow National Weather Service (NWS) general guidance for seeking shelter in a basement or a small interior room without windows on the lowest floor.

In cases of severe weather threats, not associated to dangerous wind conditions or other severe thunderstorm factors, individuals should follow the guidance of NWS and other public safety messaging (i.e., avoid outdoor activities during wind chill warnings).

### Hazardous Materials Release Sheltering

A form of shelter-in-place action may be necessary during a release of toxic chemicals, dangerous biological agents or radioactive materials to the outside air as well as other applicable emergency situations. If the outside air quality is significantly threatened or compromised, sheltering in place inside a facility in the innermost area of a facility may offer more protection. The following procedures should be considered based on this building’s unique characteristics:

* Shut and lock all windows. Shut exterior and interior doors.
* If in a laboratory, reduce all operations to a safe condition as quickly as possible.

### Secure in Place

Secure in place (also commonly known as a lock down) is a recommended action when a known threat of violence exists or there is an actively violent situation, and it is unsafe or impractical to evacuate the area. When it is necessary to secure-in-place, individuals should consider placing a locked/barricaded door between them and the associated violence or danger. Once secured, the area needs to remain secure until an all clear is given via Hawk Alert or individuals are directed to change locations by on-scene emergency responders.

##

## Hazardous Materials

In collaboration with UI Environmental Health and Safety, each department that uses/maintains applicable hazardous materials shall develop department-specific procedures for the safe handling of such materials, spill containment and spill clean-up.

[ ]  This facility does not maintain any types of materials that require a Hazardous Materials Spill Response Plan.

[ ]  This facility maintains the following type of materials and therefore has completed a Hazardous Materials Spill Response Plan (check all that apply):

[ ]  Radioactive

[ ]  Biological

[ ]  Chemical

The Hazardous Materials Spill Response Plan is made part of this building emergency response guide and is included as **(INSERT APPENDIX LABEL).**

## Additional Assistance Guidelines

Any person who will need supplemental assistance evacuating a location during an emergency or will require any other supplementary assistance during an emergency, should coordinate in advance with the building emergency coordinator(s) and individuals nearby who may be able to assist them.

Individuals who may need assistance include, but are not limited to, those who may experience:

* Blindness and/or low vision: May require guidance or assistance to the primary or secondary exit and to the pre-established assembly site.
* Deafness and/or hard of hearing: May not immediately recognize that the emergency alarms/sirens are activated or other emergency notification is occurring. Some may require alerting and guidance to the primary or secondary exit or other emergency location.
* Mobility impairments and/or requiring the assistance of a medical device (wheelchair, walker, crutches or cane, etc.): Although all exits should be barrier free, individuals may need assistance in leaving the work area or building and moving to the designated assembly site. For all emergencies, other than those eliminating the use of an elevator, priority elevator usage should be provided to those with mobility limitations. All other occupants should use the stairwells.

Furthermore, the Iowa Department of Public Health indicates that when conducting emergency planning for people with disabilities, the special needs population includes, “any individual, group or community whose circumstances create barriers to obtaining or understanding information, or the ability to react as the general population has been requested to proceed during all phases of emergency management. Circumstances that may create barriers include, but are not limited to: age, physical, mental, emotional or cognitive status, cultural, ethnic, religion, language, citizenship or socio-economic status.”

It is the choice of the individual to disclose their need and/or request additional assistance.

Supplementary assistance and coordination may also be available through the offices of Faculty and Staff Disability Services or Student Disability Services. You may also contact DPS-OEM@uiowa.edu if further assistance and/or coordination in needed in planning or preparing for emergencies.

# **Communications**

## Standard Means of Reporting Emergencies

The initial reporting of an emergency situation is critical. The following steps are basic guidelines and/or recommendations to take during an emergency situation:

* Activate an applicable alarm
* Report the emergency situation to emergency response agencies. This can be achieved through various methods including texting or calling 911 or utilizing the Rave Guardian app to notify UI DPS or 911.
* Be prepared to provide the following information:
* Your exact location, including building name and room number
* Your name and telephone number
* A description of the nature of the emergency to include:
* Where is the emergency
* When did the emergency occur
* Who is involved
* What is actively happening
* Status of those involved
* Any weapons involved
* If using a phone, do not hang up unless your safety is further compromised by remaining on the phone or you are advised to do so by the dispatcher or other first responders.
* If possible, have someone watch for the arrival of emergency personnel and direct them to the exact location of the incident.
* Follow the directions provided by first responders and other applicable emergency personnel.

## Emergency Notifications

As outlined by policy, when there is an imminent threat of danger to campus or as otherwise determined necessary, UI Department of Public Safety will activate various components of the Emergency Notification System based on the specific threat. The following are components that may be used for campus wide notification:

* **Hawk Alert:** Hawk Alert is an emergency messaging system that can send emails as well as text messages and voice calls directly to your cell phone or other phones subscribed in the event of a campus emergency. All who have a University of Iowa e-mail account should receive email messages. Individuals should ensure that all contact information is accurate in their account. It will not be used for routine communications but rather for reasons deemed necessary to ensure the immediate safety and well-being of students, faculty, and staff.
* **Webpage:** When there is an imminent threat of danger to the UI community and a Hawk Alert is issued, warnings and updates on the situation will be posted to the University of Iowa Emergency Web Page found at e.uiowa.edu
* **Outdoor Emergency Notification System:** The Outdoor Emergency Notification System consists of sirens that are strategically located throughout the campus to notify the community of specific weather threats although it may be used for other notifications reasons. This system relays a tone alert signifying the need to seek shelter from weather threats and, in some cases, may provide an audio message explaining a different threat and the emergency action that needs to occur. This system may be activated by UI DPS and/or by the local emergency communications center.
* **Alertus Desktop Alert**: Alertus Desktop is an emergency notification system integrated with Hawk Alert that will send emergency notifications directly to a computer that has been programmed to receive alerts and is connected to the campus network.

# **Preparedness**

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at the University of Iowa. Emergencies can occur anywhere and at any time. The University of Iowa plans according to the all-hazards approach and relies on employees to help maintain critical and essential functions during a University closure or emergency.

In order to fulfill those responsibilities and to be prepared in case of a disaster, individuals, both students and employees, should prepare themselves by making an emergency plan, building a kit with essential personal items, and knowing how to stay informed during incidents. Individual preparedness is the foundation in helping to protect yourself and others. In addition, when individuals are personally prepared, the Hawkeye community can continue to promote a safe and resilient campus for all students, faculty, staff, and visitors.

If you are a person with a disability and/or believe you may require additional assistance during an emergency, please review the Additional Assistance Guidelines within this document.

Every occupant of a building should enhance their personal readiness and prepare for emergencies and disasters through the following methods, at a minimum:

* Sign up for the University of Iowa emergency messaging system called "Hawk Alert"
	+ Stay informed with Hawk Alerts: update your contact information using your Hawk ID (students on MyUI site and employees at UI Self-Service site); save the Hawk Alert number 319-335-5911 in your phone and assign it a special ringtone; save the following numbers for Hawk Alert Text (SMS): 67283 or 226787
* Follow UI DPS on social media
	+ Facebook: University of Iowa Police
	+ Twitter: @UIowa\_Police
	+ Instagram: @Uiowa\_Police
* Educate yourself on the resources available to you by visiting the Department of Public Safety's website at police.uiowa.edu
* Make plans and preparations before an incident occurs
* Keep your work area(s) clean and free of debris and other combustible materials
* Become familiar with your work area(s) and building. Pay attention to the location fire extinguishers, fire alarm pull stations, Stop the Bleed kits, automated external defibrillators (AED), and other fire and life safety equipment in the building
* Recognize potential fire hazards and report them immediately
* Remain aware of your surroundings and immediately contact 911 or other applicable public safety officials to report suspicious persons or activities
* Actively participate in emergency preparedness opportunities, including but not limited to, fire extinguisher training, evacuation drills, CPR and Stop the Bleed trainings, etc.
* Annually review applicable building emergency action plans and make recommendations for improvement to your Building Coordinators and/or Building Emergency Coordinators
* Create a preparedness kit to keep in or near your workspace, vehicle, and residence. Visit ready.gov to customize a kit to your needs
* Talk to your supervisor about your responsibilities during a campus emergency

# **Recovery**

A critical component of response and recovery is maintaining applicable continuity plans. All entities within the building should ensure their area has completed (and/or is included) in the applicable plans and that employees are familiar with their responsibilities as it relates to these operations under emergency conditions.

[ ]  All applicable administrative units housed in this facility have completed a Business Continuity Plan through Risk Management.

[ ]  Some of the applicable administrative units housed in this facility have completed a Business Continuity Plan through Risk Management.

[ ]  None of the applicable administrative units housed in this facility have completed a Business Continuity Plan through Risk Management.

[ ]  In addition to the Business Continuity Plan(s), applicable Continuity of Operations Plan(s) exists **(INSERT APPENDIX LABEL)**.

# **APPENDIX A: Emergency Response Guide**

# **APPENDIX B: Bomb Threat or Suspicious Package Assessment**

# **APPENDIX C: Building Maps**

# **APPENDIX D: Communications/Notifications Plan**

# **APPENDIX E: Other building** **or department plans/info that have impacts on emergency planning and/or emergency response (i.e., Hazardous Materials Spill Response Plan, Residence Hall Employee Response Plans, Accountability Plans/Procedures, etc.)**