NORTH CAROLINA CENTRAL UNIVERSITY

Emergency Operations Plan

2018

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Version Control

| Version	Date	Author	Change Description	Comments
New	March 2009	EPTF	Document Creation	Document created with input from EPTF Committee
6.0	March 2009	EPTF	Format and Content	Adding to document
6.1	April 2010	EPTF	Format and Content	Adding to document
7.0	April 2011	EPTF	Adding unit to Emergency Groups	Added units to the ERT
8.0	April 2012	EPTF	Correcting content	Adding new units
8.1	April 2013	EPTF	Correcting content	The EPTF Committee reviewed and made suggestions
8.2	August 2013	PR, University Police, and ITS	Correcting content	New sections with information in response to Eagle Alerts
8.3	December 2013	University Police and ITS	Adding information and editing	Adding sections on Eagle Alerts and formatting in preparation for posting in www.nccu.edu
8.4	December 2015	University Police and Emergency Management	Adding information on Police restructuring and new Chief	EM Coordinator added the reporting structure of EHS and new Chief
8.5	March 2017	EPTF	Review/Update	Restructuring EHS back under Emergency Management
8.6	November 2018	University Police and Emergency Management	Review/Update EOP	Updating EOP to reflect changes since previous update

Approvals

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Fred Hammett, Chief of Police

12/04/18

Date

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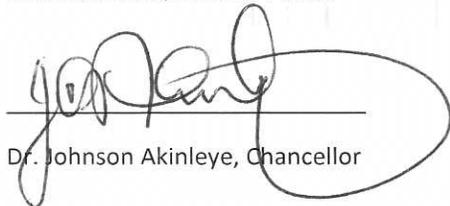
Dr. Johnson Akinleye, Chancellor

12/4/18

Date

North Carolina Central University

Emergency Operations Plan

Promulgation Document

The North Carolina Central University Emergency Operations Plan (EOP) is based on the foundations of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Homeland Security Presidential Directive No. 5 (HSPD-5), and Chapter 166A of the North Carolina General Statutes. Other guidance documents from the Federal Emergency Management Agency, Department of Homeland Security, North Carolina Division of Emergency Management, and the University of North Carolina System Office are also utilized.

This document is for official use by North Carolina Central University and other agencies and jurisdictions that will assist NCCU in preparing for and responding to an emergency or disaster. Please do not distribute this document outside those channels without prior written approval from University Police/Emergency Management. Per NCGS 132-1.6 this EOP is not a public record and is not open to inspection or examination by the public.

Statement of Purpose

North Carolina Central University (NCCU) is committed to providing a safe and healthy environment to those who work, study, live, and visit the campus. NCCU, like any other large organization, is potentially subject to natural, technological, and man-made emergencies that could threaten the University community, core academic mission, and environment. NCCU developed and maintains this Emergency Operations Plan (EOP) which provides the framework to ensure the University is prepared to deal with such events. The need for this plan is critical in educating the 21st century scholar.

NCCU organizes, coordinates, and directs available resources toward an effective response to and recovery from emergencies. The effectiveness of this effort depends on the development of individual unit plans. The University, therefore, expects schools, colleges, and departments to create detailed unit emergency plans. This plan includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that colleges, schools, and departments designate Facility Emergency Coordinators (FEC) with the authority to make modifications in emergency procedures and commit resources for emergency preparedness.

The Emergency Operations Plan (EOP) is in compliance with the National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government use to conduct response operations. The University Emergency Operations Plan (EOP) establishes the foundation to coordinate the actions of personnel and facilitate communication to and from the University Emergency Operations Center (EOC).

University Emergency Management

Introduction

This plan establishes universal procedures to guide all schools and individual departments in developing detailed emergency plans. It includes a chain of command establishing the authority and responsibility of campus officials and staff members. The effectiveness of the NCCU EOP is dependent upon the development of individual unit Emergency Action Plans. Recognizing that on-the-spot decisions must often be made during emergencies, this document calls for the designation of FEC's in each unit who have the authority to make necessary modifications in procedures and commit resources.

NCCU's Planning Components

A complete EOP includes individual unit emergency plans. These unit emergency plans are created and maintained at the unit level, with an up-to-date copy posted on the Emergency Operations Center website.

This document provides a management framework for responding to and recovering from emergencies that may threaten the health and safety of the NCCU community or disrupt its programs and operations.

University Emergency Management Program Summary

The University Emergency Management Program is comprised of the following:

- Emergency Infrastructure in all university buildings (fire and life safety systems)
- The University Emergency Operations Plan
- Unit Emergency Action Plans provided by each unit
- Scheduled testing of alarm systems and other infrastructure
- Evacuation and shelter in place plans and other drills
- Annual disaster training, which takes place each year with a tabletop, functional, or full-scale training exercise
- Debriefing of the Emergency Management Group (EMG) and other involved emergency personnel after any real or false alarm, evacuation, declared emergency, or drill to assist with reviewing the emergency management program and revising if necessary.

University Emergency Response Organization

Emergency Response Organization

The University Emergency Response Organization is made up of two groups:

- Emergency Management Group (EMG)
- Emergency Response Team (ERT)

The following diagram illustrates the Emergency Response structure

University Emergency Response Organization

Emergency Management Group

Chancellor
Chief of Staff
Provost/VC for Academic Affairs
VC for Student Affairs
VC for Research and Economic Development
VC for Administration and Finance
AVC for Facilities Management
Chief Human Resources Officer
Chief Information Officer
AVC for Marketing and Communications
University Counsel
Athletics Director

Emergency Response Team

Chief of Police (Chair)
Emergency Management Coordinator
Athletics Representative
Procurement Representative
Academic Services Representative
Information Technology Services (ITS)
Facilities Operations Representative
Student Health and Counseling Services
Environmental Health & Safety
Communications and Marketing Representative
Dining Services
Residential Life
Human Resources Representative
Business & Auxiliary Services Representative

Emergency Management Group (EMG)

The Emergency Management Group is headed by the Chancellor or Chancellor's designee and communicates to the Chief of Police, chair of the Emergency Response Team. The EMG is comprised of senior university officials, selected by the Chancellor and Provost, who support the implementation of defined emergency management objectives.

During a critical event or large-scale emergency, the EMG serves as a comprehensive consultant team for the Chancellor by interacting with the community, the media, and regulatory agencies. The EMG assesses the scope of an incident. The EMG team leader is appointed by the Chancellor, depending on the nature of the emergency. This group has ultimate responsibility for establishing emergency plans for the university. It may declare a campus-wide state of emergency or downgrade a state of emergency to normal conditions. This would include determinations on program closures and resumptions. The group would make major emergency-related policy recommendations to the Chancellor.

The response actions of the EMG and ERT are guided by North Carolina Central University's desire to protect the following, in order of priority:

1. People and Intellectual Property
2. Facilities and Equipment
3. Research Animals and Plants

Emergency Response Team (ERT)

The ERT establishes response strategies and tactics, deploys resources, and initiates the recovery process. The ERT chair (Chief of Police) contacts one or more of the members of the EMG and mobilizes the ERT. The ERT will utilize WebEOC for documentation of an incident. This is provided through NC Emergency Management (ncsparta.net).

Emergency Response Team Members

The fourteen (14) campus units that may be required to provide essential services and aid to the campus during an emergency are:

1. University Police
2. Emergency Management
3. Athletics Department
4. Purchasing
5. Academic Services
6. Information Technology Services
7. Facilities Operations
8. Student Health and Counseling Services
9. Environmental Health and Safety
10. Communications and Marketing
11. Dining Services

12. Residential Life
13. Human Resources
14. Business and Auxiliary Services

Facility Emergency Coordinators (FEC)

Facility Emergency Coordinators are appointed by the appropriate Dean or Vice Chancellor and are charged with maintaining their department or unit Emergency Action Plans. They must also provide emergency response guidance for their respective groups through established communications measures. For example, unit emergency plans for campus units should describe procedures for giving emergency aid.

Depending on the incident, the Facility Emergency Coordinator for a specific unit on campus may be requested to join the ERT.

Sample emergency action plans, training and guidance for emergency preparedness, mitigation, response, and recovery can be found on the University's Emergency Management website.
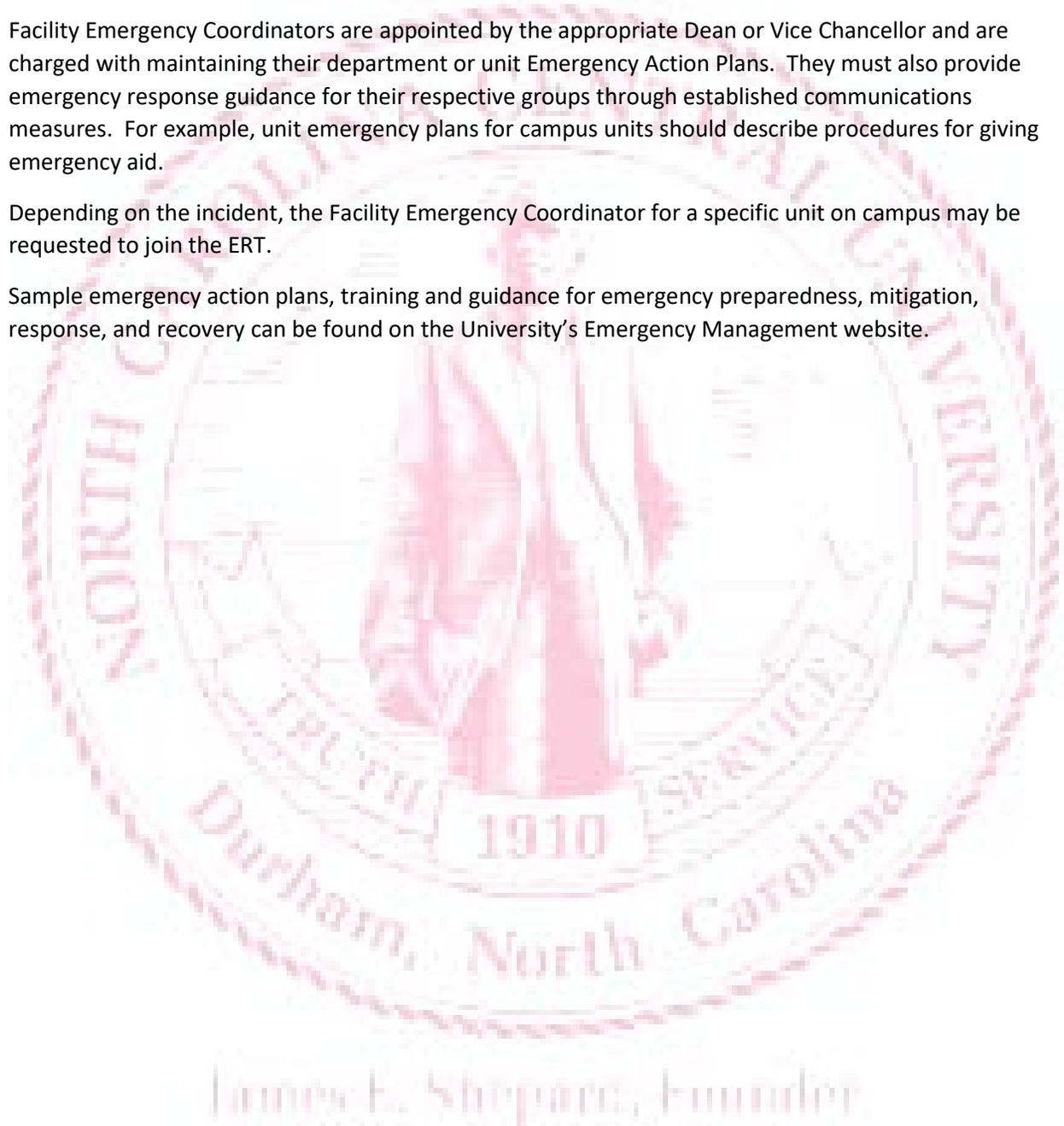
Emergency Response Types

(Types 1-5)

An emergency event at North Carolina Central University may be designated as a Type 5 through Type 1 incident. Incidents will be typed in order to make decisions about resource requirements. Incident types are based on the following five types of complexity.

Type 5

- The incident can be handled with one or two single resources with up to six personnel
- Command and General Staff positions (other than the Incident Commander) are not activated
- No written Incident Action Plan (IAP) is required
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene

Examples include: a vehicle fire, an injured person, or a police traffic stop or traffic accident with one or two NCCU Police investigating

Type 4

- Command Staff and General Staff functions are activated only if needed
- Several resources are required to mitigate the incident
- The incident is usually limited to one operational period in the control phase
- The agency administrator may have briefings, and ensure the complexity analysis and delegations of authority are updated
- No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources
- The agency administrator ensures an operational plan, including objectives and priorities, is completed

Examples include: a disturbance on campus handled by NCCU Officers not involving city our county law enforcement

Type 3

- When capabilities exceed initial attack, the appropriate staff positions should be added to match the complexity of the incident
- Some or all of the Command and General Staff positions may be activated, as well as division/group supervisor and/or unit level leader positions
- A Type 3 incident Management Team (IMT) or Incident Command organization manages initial action incidents with a significant number or resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Level 1 or 2 team
- The incident may extend into multiple operational periods
- A written IAP may be required for each operational period

Examples include: a Hazardous Material situation on the campus of NCCU

Type 2

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing
- Most or all of the Command and General Staff positions are filled
- A written Incident Action Plan (IAP) is required for each operational period
- Many of the functional units are needed and staffed
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only)
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority

Examples include: a multi-agency incident that is an incident of national significance such as a tour bus crash with multiple fatalities

Type 1

- This type of incident is the most complex, requiring national resources to safety and effectively manage and operate
- All Command and General Staff positions are activated
- Operations personnel often exceed 500 per operational period. Total personnel will usually exceed 1,000
- Branches need to be established
- The agency administrator will have briefings, and ensure the complexity analysis and delegation of authority are updated
- Use of resource advisors at the incident base is recommended
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions

Example include: a major natural disaster such as a hurricane, like the 2005 Hurricane Katrina

Emergency Lockdown Procedures

Active Shooter

Emergency lockdown procedures for an "Active Shooter" when the outside sirens and Eagle Alerts (Blackboard Connect) are activated are as follows:

- If outside, immediately seek shelter within a building or leave campus immediately
- If within a building, seek shelter in a room that can be secured (locked)
- Once you are locked into a room, have all occupants silence their phones but continue to monitor them for Eagle Alert updates via text and email
- Turn off al lights and remain quiet, waiting for clearly identified Law Enforcement Officers to give the "all clear"
- Do not wander into the hallways. Do not approach Law Enforcement Officers conducting a building search
- If a Law Enforcement Officer approaches you, immediately show them your hands with palms open and facing outwards towards the Officer(s)
- If you have injured persons in the room, text 911 from your mobile phone and communicate it to Durham's 911 operators. Be sure to tell them you are on NCCU's campus and provide your exact location
- Do not leave your location until told by law enforcement or told to do so by an updated Eagle Alert message

Tornado Watch or Warning

Emergency notification will be sent to the campus using all available methods

A tornado watch means conditions are present which could lead to tornado formation. A tornado warning means a funnel cloud has been spotted or is imminent

- If outside, immediately seek shelter within a building
- If inside a building or once you get inside a building, go to the lowest part of the building, away from doors and windows, and remain there until notified through Eagle Alert that the danger has passed

Bomb Threat

Emergency notification will be sent to the campus community using all available methods

- If outside, get away from the suspect building (at least 1,000 feet). Refrain from using your cellular phone or other electronic devices
- If inside a building, go to the nearest exit and evacuate. Move away from the building (at least 1,000 feet) and refrain from using your cellular phone or other electronic devices

Emergency Evacuation Procedures

The most common means used to signal an emergency evacuation is the fire alarm. Building Supervisors may have additional and alternative means to signal an emergency evacuation. Building Supervisors are the source of information for the outside assembly area for the building and designated points of contact at the outside assembly area for collecting information about persons left in areas of refuge in the building. A list of current Building Supervisors is maintained for University employees at http://www.nccu.edu/formsdocs/proxy.cfm?file_id=2411

Emergency Response – Order of Priority

In an emergency situation, North Carolina Central University's overriding mission is to:

- Protect life and safety
- Secure critical infrastructure and facilities
- Resume research and educational programs

Emergency situations have the potential to impact various components throughout the University. Therefore, it is imperative to understand that the University will focus collectively on response and recovery, in order of priority. General emergency response priorities follow from these goals. Specific characteristics, such as time of day, may require some adjustments within the following categories:

- Facilities used by dependent populations (residences, occupied classrooms and offices, childcare centers, and special event venues)
- Facilities critical to life and safety (medical facilities, emergency shelters, and sites containing known or suspected hazards such as laboratories)
- Facilities that sustain emergency response (emergency and technology systems, utilities, communications services, computer installations, and transportation systems)
- Classroom and research facilities
- Administrative facilities

Emergency Operations Center (EOC)

Purpose

The EOC serves as a centralized management center for emergency operations. The EOC is generally activated by the Emergency Management Coordinator and staffed during all levels of emergencies. The EOC serves as the supervisory authority for all emergency management principles during response and recovery.

The EOC is the primary point of contact for the Emergency Management Group (EMG) and Facility Emergency Coordinators (FEC) as well as the Emergency Response Team (ERT) to provide situational updates and the unified voice to relay information to the EOC. The EOC provides coordination and support to the Incident Command or Unified Command.

Activating the EOC

Upon activation of the EOC, persons who have been assigned as ERT representatives, or their alternates, will report immediately to the EOC. EOC identification cards are provided to all members of the ERT and EMG.

EOC Activation Levels

Level 4 – Normal operations/monitoring. Information will be disseminated to pre-identified personnel, determined by the EOC manager. EOC may be staffed partially or virtually

Level 3 – Minimal staffing; may include limited personnel to assist in situational awareness, planning and/or logistics for Incident Command. The Operations Section may be fully activated

Level 2 – Expanded staffing to support an Incident Command Post and provide communications to the EMG

Level 1 – Fully activated, includes full staffing by the ERT

Emergency Occurrence During Non-Working Hours

If an emergency occurs during non-working hours, the structure of this plan remains the same, however its implementation may vary depending on available resources and manpower until the proper officials can be notified. Until that time, the individuals of the highest authority available will assume the most responsibility. These individuals should seek to follow the guidelines of this plan as closely as possible while making an effort to notify North Carolina Central University officials of the situation to obtain verification or advise on their actions.

Individual Unit Emergency Plans

Development

In an emergency, it may be critical for the EOC and other personnel to access individual unit plans quickly. Therefore, it is essential that all unit plans follow a uniform format that will be familiar to potential users.

The Unit Emergency Plan template that outlines the minimal requirements is attached to this EOP on page 18.

Availability, Submission, and Maintenance of Unit Emergency Action Plans

All current Unit Emergency Action Plans must be available in hard copy to appropriate individuals in the unit and digitally to the EOC via the NCCU intranet.

In addition, units are responsible to review plans annually and update as necessary. There will be a central backup of the EOC online version and it will be maintained by the Emergency Management Coordinator.

Maintaining and Updating Unit Emergency Plans

Unit plans should be kept current and reviewed annually. They need to be updated as faculty, staff, students, and programs in the unit change. Unit plans should be available in both hard copy and digital formats

Responsibilities

Unit Responsibilities

Units are responsible for creating and maintaining Unit Emergency Action Plans in accordance with the minimum standards set forth in this policy. The following section outlines individual emergency management responsibilities at the University level.

Emergency Management Group (EMG)

Based on the nature of the incident, the Chancellor may appoint a member of the Emergency Management Group (EMG) as the group leader to coordinate implementation of the emergency plan.

Emergency Responsibilities

Emergency Management Group

Academic Advisor: Provost and VC for Academic Affairs

- Acts as the highest level of authority on academic issues during an emergency. This group is instrumental in planning the resumption of classes

Communications Advisor: AVC of Marketing and Communications

- Acts as the highest level of authority regarding emergency communications. Collects accurate information and presents it in an organized way to the campus community, government officials, the public, and news media
- Establishes and maintains information hotlines and other means of communicating emergency instructions and information to the NCCU community and the public.
- Serves as liaison with director for Government and Community Relations to develop communications to government officials and agencies

Chancellor

- Establishes the basic parameters that govern the campus emergency organization
- Declares a campus state of emergency when required
- Acts as the highest level of authority during an emergency
- Authorizes suspension and resumption of classes

Facilities Management Advisor: AVC for Facilities Management

- Leads the recovery process
- Prioritizes salvage operations
- Establishes target date for resuming normal operations

Financial Planning Advisor: VC for Finance and Administration

- Develops expenditure documentation procedures to fulfil requirements for potential disaster relief aid from state and federal governments
- Acts as the highest level of authority regarding emergency accounting and disbursement procedures
- Acts as the highest level of authority regarding business and financial issues during an emergency

Human Resources: Chief Human Resources Officer

- Directs the interpretation and application of policies relating to all employees
- Coordinates specialized staffing needs

Information Systems Advisor: Chief Information Officer

- Acts as the highest level of authority regarding the campus telephone system, campus data network system and computer and information systems

<u>Legal Advisor: University Counsel</u>

- Advises in all legal matters

<u>Research Advisor: VC for Research and Graduate Studies</u>

- Acts as a liaison with the research community
- Helps establish priorities for protecting the health and welfare of research animals and ensures the viability and safety of campus research interests

<u>Student Services Advisor: VC for Student Affairs</u>

- Acts as the highest level of authority regarding student life, including any necessary relocation and temporary housing and feeding

Emergency Response Team

<u>Emergency Response Team Director: Chief of Police and Public Safety or their Designee</u>

- Directs the campus emergency response to minimize casualties and injuries
- Sets priorities, delegates tasks, and manages the Emergency Operations Center
- Provides EMG with current information on the status of the response
- Coordinates provision and receipt of community mutual aid

<u>Facilities Representative: Director of Facilities Services</u>

- Coordinates the collection of information to determine the severity of damage caused by the emergency
- Implements the inspection and closing of damaged campus buildings
- Develops a working group of specialists to assist with the assessment and inspection of buildings
- Assists University Police with the search and closing of damaged buildings
- Conducts inspections of campus facilities, emergency construction or repairs, and debris clearance from roadways
- Makes provisions to temporary utilities services

<u>Personnel Planning Advisor: Assistant to the Chief Human Resources Officer</u>

- Establishes a campus resource directory of employees with technical and specialized skills who can be called upon to provide assistance during an emergency
- Acts as the highest level of authority regarding NCCU employees

<u>Medical Representative: Medical Director, Student Health & Counseling Services</u>

- Implements the emergency medical plan
- Works to minimize loss of life, injury, and human suffering by ensuring timely and coordinated medical assistance
- Assists Durham Fire/Rescue and Durham County EMS as directed

<u>Emergency Management Coordinator</u>

- Supports emergency response with local, state, and federal agencies

- Coordinates emergency notifications with NCCU Marketing and Communications
- Supports emergency services safety officers

Law Enforcement Representative: University Police Uniform Patrol

- Alerts and notifies campus community
- Assists with the closing of damaged campus buildings, the evacuation of the campus community, and the search for missing persons
- Protects critical facilities and supplies
- Provides traffic and crowd control
- Coordinates with the Office of Chief Medical Examiner

Utilities Services Representative (may be same as Facilities Representative): Director, Facilities Services

- Directs restoration of essential utilities, focusing on service to the central plants or distribution system
- Determines the nature, duration, and impact of the outage where utility plants or distribution systems are involved
- Coordinates a response with NCCU's energy suppliers and the internal campus response units
- Works to prevent long-term damage to the central plants or distribution system
- Provides technical support to assist building and facilities managers

Information Technology Services Representative: Director, Infrastructure Services, ITS

- Directs the restoration of campus telephone system, campus data network system, and computer and information systems

Risk Management Representative: Directory, Business and Auxiliary Services

- Coordinates and provides campus liaison to insurance vendor response
- Assists in identifying recovery resources
- Provides assistance in completing insurance claim forms

Student Services: Director, Residential Life

- Coordinates the immediate needs of students, particularly those who live on campus
- Works closely with the public information representative to communicate with the families of students

Procurement/Purchasing Representative: Purchasing Services

- Procures essential materials and services to support all emergency representatives

Emergency Support Functions (ESF)

The below lists the responsibilities of each of the Emergency Support Functions, listed in numerical order

Emergency Support Function Information

Emergency Support Function	Primary Department	Support Departments
ESF 1 – Transportation	University Police	Athletics, Residential Life, Community Services, Facilities Services
ESF 2 – Communication	Information Technology Services	Marketing & Communications, University Police, Facilities Services
ESF 3 – Public Works & Engineering	Facilities Services	University Police and Emergency Management
ESF 4 – Firefighting	University Police/Emergency Management	Facilities Services and Residential Life
ESF 5 – Emergency Management	University Police/Emergency Management	ERT and EMG
ESF 6 – Mass Care	Student Health and Counseling Services	University Police, Residential Life, Human Resources
ESF 7 – Logistics, Management, and Resource Support	University Police/Emergency Management	Purchasing, Finance & Administration, Business & Auxiliary Services, ITS, Facilities Services
ESF 8 – Public Health & Medical Services	Student Health & Counseling Services	University Police/EM, Academic Affairs (Nursing Department), Marketing & Communications
ESF 9 – Search & Rescue	University Police/Emergency Management	Facilities Services and Residential Life
ESF 10 – Oil & Hazardous Material Response	Facilities Services	University Police/EM, Design & Construction
ESF 11 – Agriculture & Natural Resources	Facilities Services	Design and Construction
ESF 12 – Energy	Facilities Services	Design & Construction and Information Technology Services
ESF 13 – Public Safety & Security	University Police	ERT, Marketing & Communications, ITS
ESF 14 – Long Term Community Recovery	Facilities Services	Business & Auxiliary Services, ITS, Administration & Finance
ESF 15 – External Affairs	Communications & Marketing	EMG and ERT

North Carolina Central University

2018

UNIT NAME:

DATE:

Emergency Operations Plan

Unit Emergency Plan Forms

The following forms would be included in your Unit Emergency Plan.

I.   Unit Emergency Management Personnel

Unit:

Date Prepared:

Prepared by:

The individuals responsible for the development and execution of this Unit Plan are as follows:

Function Name	Title	Extension & Home No.	e-Mail address
Unit Plan Execution/Emergency Response Coordinator 1			
Unit Plan Maintenance Coordinator 2			
Unit Plan Emergency Management Team Members 3			
Unit Asset Coordinator 4			
Emergency Unit Plan/Unit Representative 5			

1 First contact in your unit in an emergency who executes and manages the plan.

2 Responsible for review and update of the Unit Emergency Management Plan.

3 Group responsible for creating, maintaining and updating the plan, and overseeing its implementation.

4 The individual managing critical assets, including vital records; task typically assigned to the unit Property Control Officer. Also assists with unit content damage assessments following an emergency situation.

5 Individual responsible for attending annual meetings to keep plan current; also trains new hires in safety procedures.

I (b)   Unit Plan Maintenance Activities

Unit:

Date Prepared:

Prepared by:

The individual(s) responsible for the Unit Plan Maintenance Activities are:

Annual Update Activities	Name	Title	Extension & Home No.	E-mail address
Attend Annual Training Meeting				
Schedule Unit Review Meeting				
Update Unit Plan				
Distribute copies of the Unit Plan				
Forward a copy of the Unit Plan to the Chair of NCCU's Emergency Management Preparedness Workgroup				

II.   Unit Emergency Management Command Post

Unit:

Date Prepared:

Prepared by:

Identify a unit command post and alternate locations where everyone can meet during a crisis situation. The unit command post should have sufficient room, chairs, workspace, and phone access.

Location	Building	Floor	Room #
Primary Emergency Management Command Post			
Alternate Emergency Management Command Post			
Alternate Emergency Management			
Command Post			

III.   Unit Emergency Communication Plan

Unit:

Date Prepared:

Prepared by:
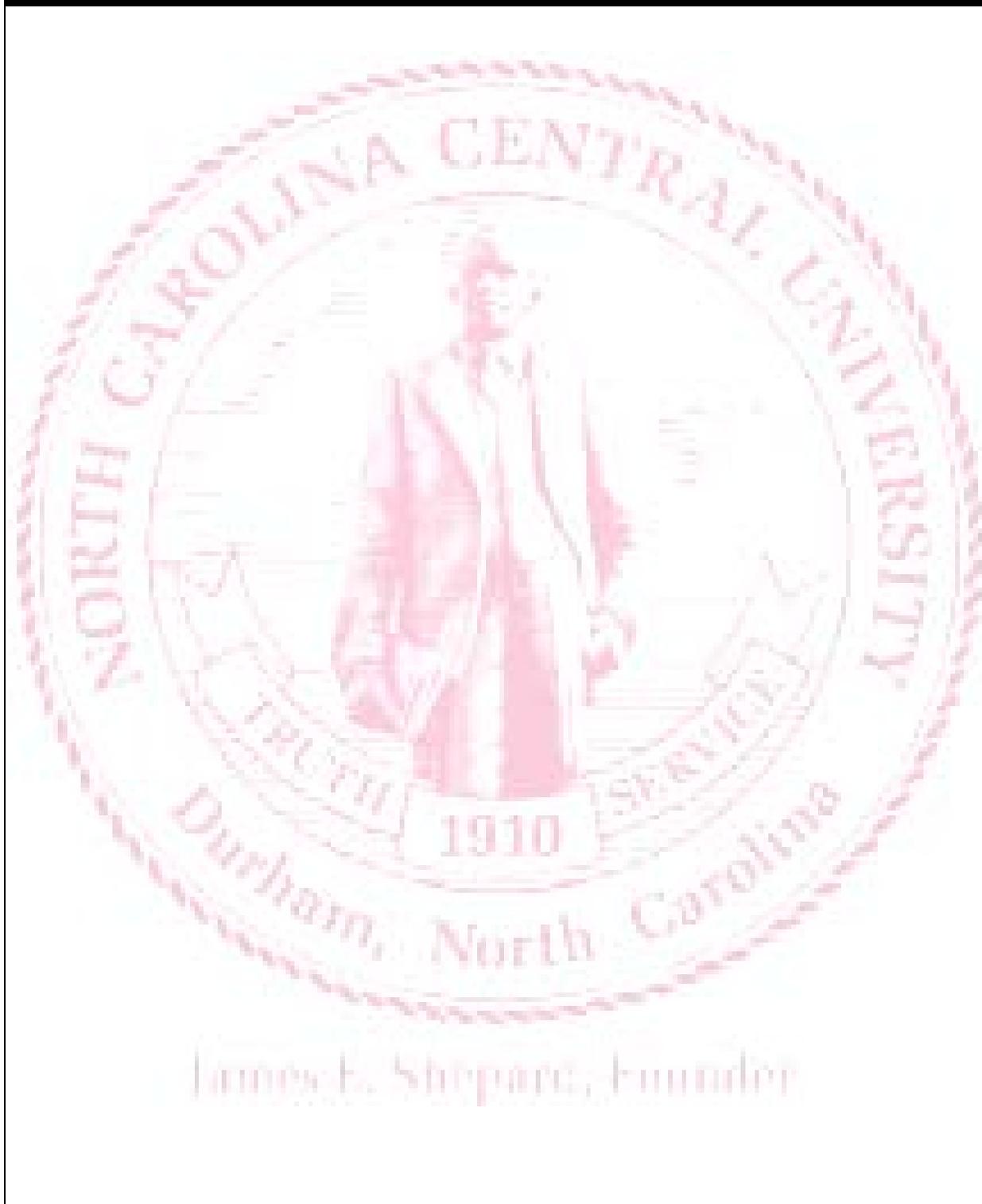

Attach emergency calling roster(s) for the unit.
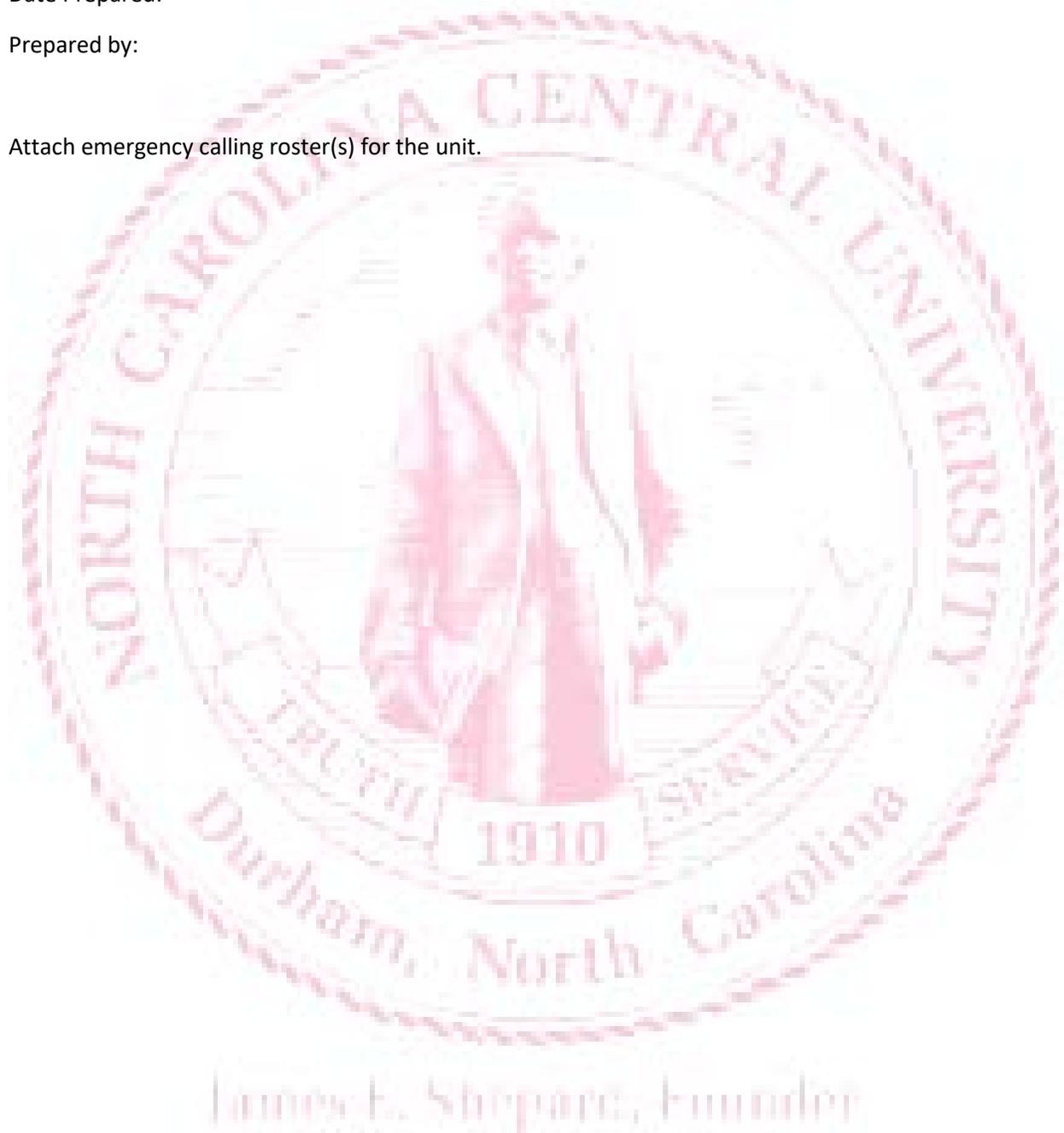
IV (a)   Unit Safety Threats

Identify and list any safety threats.

Description of Safety Threat	Contact Person	Title	Extension & Home No.	E-mail address

IV (b) Unit Safety Threats/Laboratories (attached additional sheet if necessary)

Unit:

Date Prepared:

Prepared by:

Identify and list any safety threats related to labs. Develop safety procedures for each threat listed.

Building _____ Lab _____ Inspected By _____

Date _____

Category	Safety Procedure	Priority
Critical Substances		
Radioactive		
Gasses		
Flammable Materials		
Biological		

Spills		
Power		
Temperature Sensitive		
Ventilation Control		
Laser		

Other

V. Unit Asset Protection

Unit:

Date Prepared:

Prepared by:

Identify important assets and develop procedures to protect assets. Assets would include physical items of value, data information, etc. Units might consider including current copy of property control inventory listing in this section.

Important Assets	Contact Person	Title	Extension & Home No.	E-mail address
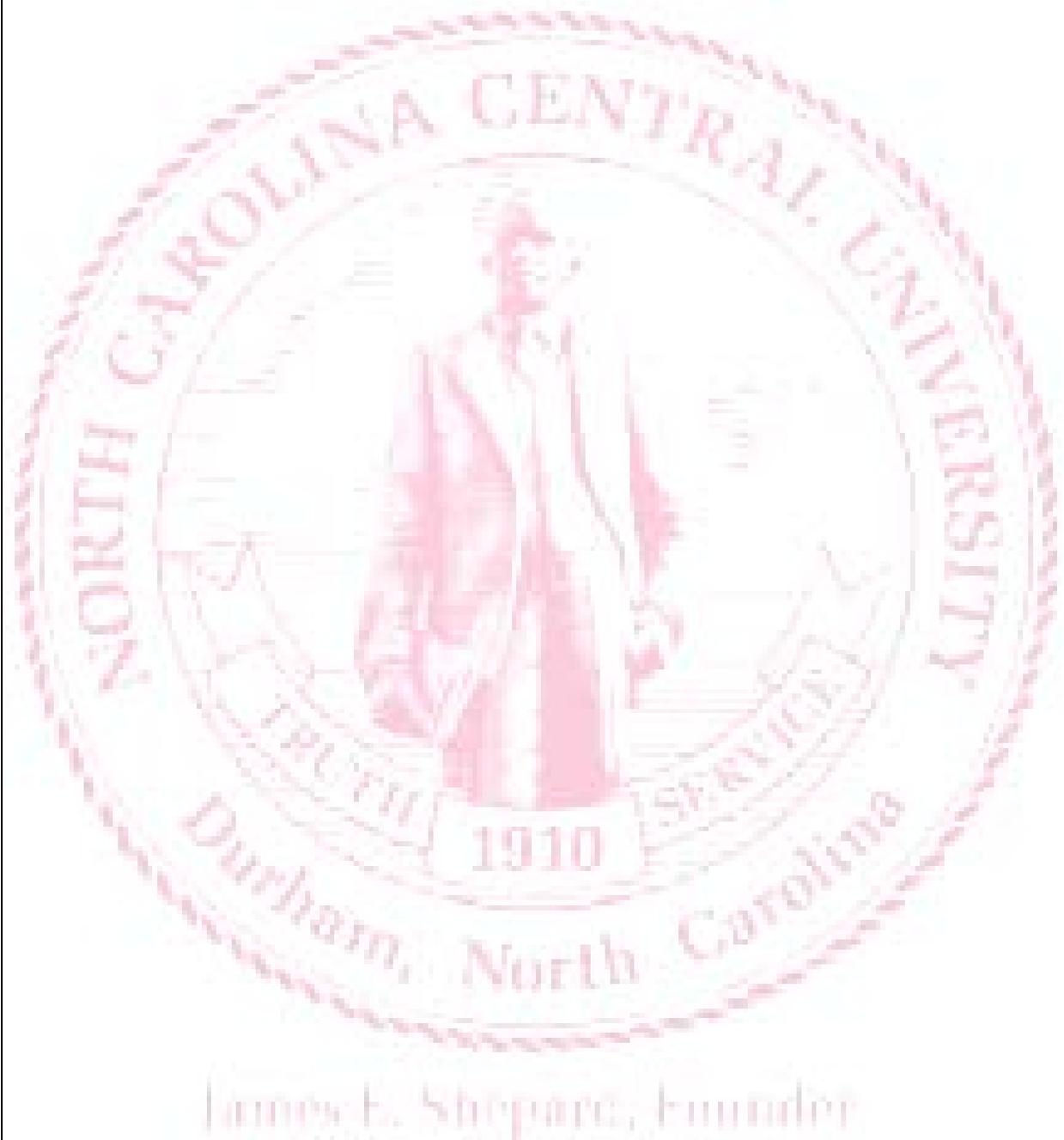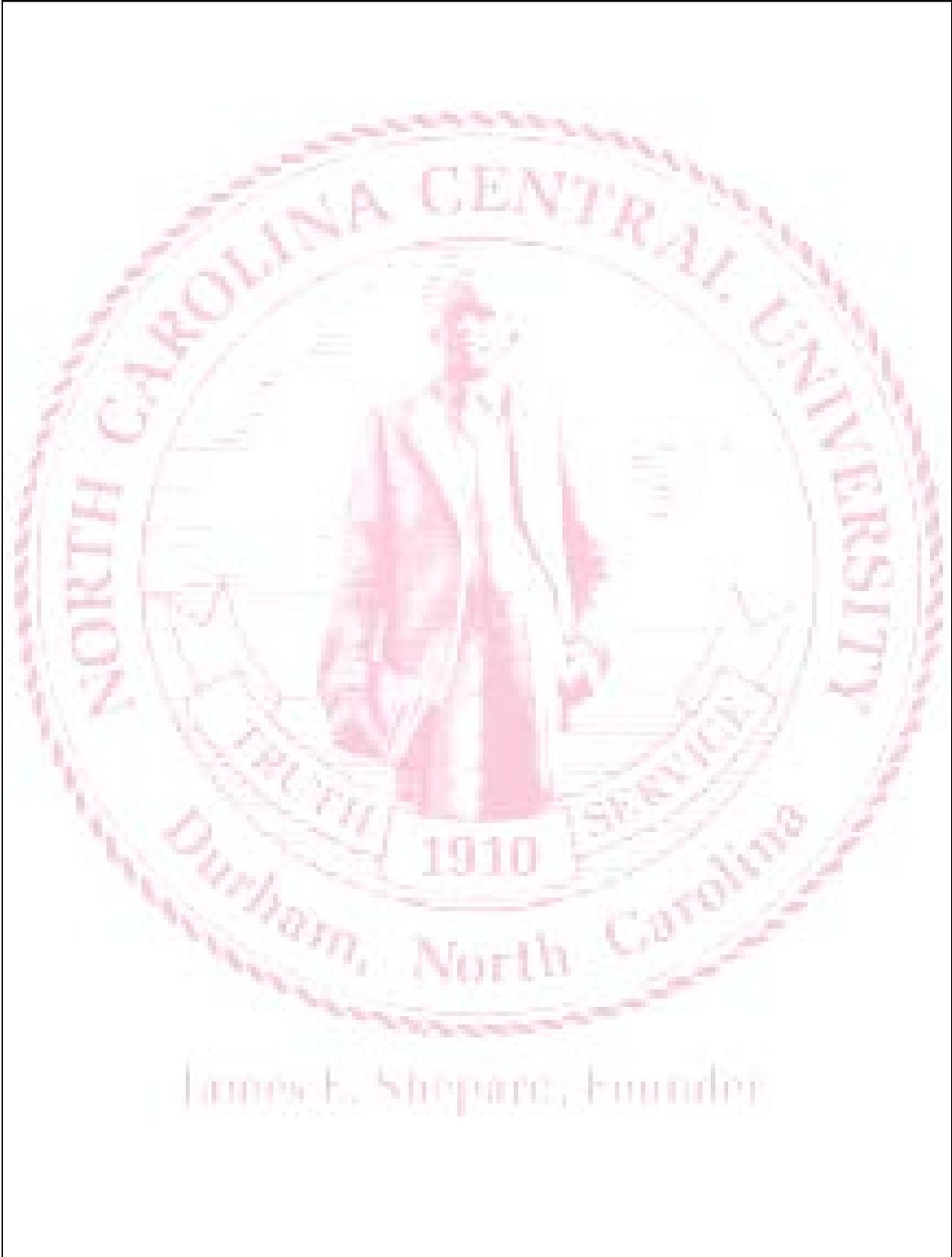
VI.   Unit Emergency Contact List

Unit:

Date Prepared:

Prepared by:

As appropriate, develop disaster-specific response plans to maintain and/or restore services that are critical to the unit. Identify (contact names, location, phone, e-mail addresses, etc.) subcontractors, suppliers, and service providers that may be needed in an emergency situation.

Contact List	Contact Name	Company Name Critical Service	Telephone Number	E-mail address
Subcontractors				
Suppliers				
Service Providers				