

**ALTERNATIVE: EMERGENCY PLAN PREPARATION AND MITIGATION  
CHECKLIST**

The following checklist can help with assignment of responsibilities for preparation of unit emergency plans. Not all checklist items are appropriate for all areas.

<b>ACTION ITEM:</b>	<b>Staff Responsible</b>	<b>Frequency</b>
Assure that faculty and staff have emergency phone #'s and contact information.		Every Semester
Assure that staff have copies of emergency procedures that are part of unit plan.		Every Semester
Develop/update standard operating procedures for communications with students and staff.		Annually and include in new employee orientation
Has Facilities evaluated the location of critical equipment and files to minimize exposure to windows, overhead water pipes and flooding.		Annual
Has ITS developed back-up procedures for critical computer data files?		Annual
Has ITS evaluated whether computers, printers and other electrical equipment have appropriate electrical surge protection.		Annual
Has an inventory of all equipment, including staff personal possessions, been performed? Facilities Services can arrange for digital pictures and video to aid in developing this documentation.		Annual
Develop a contact list of key vendors for the repair of critical equipment.		Annual
Secure weather radio to monitor severe weather conditions.		

**PREPARATION AND MITIGATION CHECKLIST**  
**Additional considerations for Laboratory and Research Areas**

<b>ACTION ITEM</b>	<b>STAFF RESPONSIBLE</b>	<b>FREQUENCY</b>
Maintain current emergency notification lists on lab doors.		Every Semester
Remove equipment and supplies from the floor in areas that may flood.		Monthly
Assure compliance ,as applicable, with ; <ul style="list-style-type: none"> <li>• Chemical Hygiene Plan</li> <li>• Institutional Bio-safety Committee procedures.</li> <li>• Radiation safety manual</li> <li>• Hazardous waste manual</li> <li>• Institutional Animal Care and Use Committee procedures</li> <li>• Laser Safety committee institutional procedures</li> </ul>		Annually
Develop and update standard operating procedures for the protection of research activities.		Every semester and as part of every new state or federal grant