

Appendix A

**EMERGENCY MANAGEMENT CHECKLIST
Level 1 & Level 2 Emergencies
(Not requiring activation of Incident Response 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 the date and time where indicated.

**Time/
Date**

___ Chief of RMU Police/Other Administrator notified

(If other administrator, who?) _____

SECTION 2. To be completed by Chief of RMU Police/Other Administrator:

___ Chief of RMU Police/other administrator performs assessment of situation.

Performed by: _____

___ Chief of RMU Police/other administrator notifies Office of General

Counsel 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: _____

___ Chief of RMU Police/other administrator and Office of General Counsel

determine severity level of situation and that Incident Response 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 Response Team, please use Emergency Management Checklist in Appendix B)

___ Chief of RMU Police/other administrator notifies Vice President 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.

Notes: _____

SECTION 3. To be completed by the Office of General Counsel or designee

**Time/
Date**

___ Office of General Counsel 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 Office of General Counsel.

Name(s) of manager(s) _____ Status

___ Office of General Counsel notifies Senior Vice President for Business

Affairs and Treasurer, other Senior Vice President/VPs (or designees) of status,
as appropriate.

___ Sr. Vice President for Business Affairs and Treasurer may update University

President.

___ Incident Concluded

SECTION 4. To be completed by Police Department

**Time/
Date**

___The Police Department documents the incident with a police report of _____
the actions taken and any subsequent consequences, copying the Office of General Counsel.

___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 the next scheduled meeting regarding effectiveness of preparedness and response measures, noting any areas that might be improved/ changed in the event of future crises.

LEVEL 1 & 2 EMERGENCIES NOT REQUIRING ACTIVATION OF IR_T



