

Appendix B

EMERGENCY MANAGEMENT CHECKLIST

Level 2 & Level 3 Emergencies

(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 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)

Notes: _____

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

___ Office of General Counsel notifies Senior Vice President for Business

Affairs and Treasurer, who together activate the Incident Response 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: Conference Center and Braddock Hall). Senior Vice President for Business Affairs and Treasurer 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 and Treasurer 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 Vice President 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.

Name(s) of manager(s) _____ Directed actions

___ 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 and Treasurer (if not present at time of resolution).

___ Senior Vice President for Business Affairs and Treasurer 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 Vice President 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 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.

*Members of the Incident Response 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 IRT

