Once a disaster occurs, how well it is handled depends on the planning done beforehand. Planning for a wide range of emergencies will give you the tools to act quickly and decisively when seconds matter most. You can plan for emergencies at any level; build your personal plan or work with your coworkers to develop emergency response procedures for your department or building. Sharing preparedness information with your family and coworkers will help everyone be more disaster-resilient. Consider holding drills or exercises to practice emergency response procedures and to identify where your plan may need improvement.

Discuss and document your department’s answers to the following questions and issues. Or, use the department response plan template available on the UO Emergency Management and Continuity website: emc.uoregon.edu. Be sure to share the Emergency Response Plan with all staff members.

Preplanning Checklist

☐ Identify the Incident Response Team (IRT) for the department or unit
Assemble a team to talk about emergency preparedness or utilize a staff meeting to talk about your department or unit's approach to responding to emergencies within the guidelines provided by the flip chart and a department response plan template found on the UO Emergency Management and Continuity (UOEMC) website: emc.uoregon.edu. This team should be delegated the authority to develop the plan as well as to take the lead to implement the plan in an emergency.

☐ Review UO Emergency Operations Plan Section 2: Concept of Operations
In order to gain an understanding of the overall response plan for campus, UOEMC recommends that the department or unit’s IRT review Section 2: Concept of Operations of the Emergency Operations Plan. The Concept of Operations section provides an overview of the emergency management structure and procedures for responding in an emergency situation. Find the Concept of Operations on the Emergency Management and Continuity website, Campus Plans link: emc.uoregon.edu.

☐ Review the Emergency Procedures flip chart or its online version
Have your team review this flip chart and develop department-specific response procedures for each hazard addressed in the flip chart. Ask yourselves if there are additional steps that you would take that are not included in the manual.

☐ Research any applicable industry standards or requirements
Some departments or units may be required by a governing board or accreditation body to develop an emergency response plan. Identify if that is the case and incorporate appropriate components. In addition, guides for planning and resources for implementation are available from Ready.gov.

☐ Ensure that emergency information (e.g., this flip chart, evacuation routes, assembly location, emergency communication information) is available in visible locations.

☐ Attend or request a workshop offered by UO Emergency Management and Continuity. Visit the Emergency Planning website, Training link, at emc.uoregon.edu.

Emergency Communication Plan

- Who is responsible for communicating department or unit status updates and needs to the division, university leadership, the UO Incident Management Team, or others outside the department or unit during an emergency? Identify the individuals, groups, departments or units, or agencies (with contact information) that this person may need to communicate with.
- Outside of a UO Alert! message, how will you alert department or unit staff members to an immediate emergency situation? What if the situation occurs outside normal work hours and they require information on whether or not to report for work?
- If you have department or unit offices in more than one building, how will you communicate and coordinate with staff members in multiple locations?
- For emergencies of extended duration, how will you keep department or unit staff members informed? Options might include e-mail, the department or unit website, a central department or unit phone number (to provide information outside work hours), or paper memos. Consider if you are able to access these communication methods remotely or deliver remotely.
- During an emergency, will it be important that members of your IRT communicate with one another? What if land lines, cellular phones, and/or e-mail are not working?
- Establish how the emergency communication plan will be distributed to the staff (e.g., hard copy, electronic, regularly, at point of hiring) and who will distribute it. Again, consider if this task will be able to be accomplished remotely.
Evacuation Plan

• How will the need to evacuate be communicated to department or unit staff members?
• Where should staff members go after they evacuate the building? Identify a specific department or unit location within or near the general building assembly area.
• Has each employee identified at least two evacuation routes from their work location?
• How will you be sure that all department or unit staff members are accounted for following evacuation?
• Do you have plans for evacuation of persons with permanent or temporary mobility impairment if the elevators are not operating or cannot be used (fire, earthquake). Information about evacuation for persons with disabilities can be found on the Emergency Management and Continuity website under Planning Resources, Emergency Procedures (emc.uoregon.edu).

Secure-in-Place or Shelter-in-Place Plan

• Discuss and test the feasible ways to secure-in-place (e.g., restrict intruders—this may include locking doors, moving furniture in front of doors, moving into an inner office) and shelter-in-place (e.g., in a hazardous materials incident, covering windows, doors, sealing off air vents). See the Stay or Go section of this guide for more information.
• Document what items are in your office emergency kit, where it is located, and who is responsible for ensuring the items are current and replenished. Helpful supplies might include flashlights and extra batteries, battery-powered or hand-crank radio, a whistle to signal for help, plastic sheeting and duct tape to shelter-in-place, and a first-aid kit. You may also choose to store a small supply of water and nonperishable snacks.

Individual Emergency Planning and Preparation

• Know your department emergency plan. Keep a current copy of your department’s emergency phone tree at work and at home. Remember to review and update numbers at regular intervals.
• Be familiar with the emergency exit routes from your workspace and building. Has each employee identified at least two evacuation routes from their work location?
• Know where you should assemble outdoors if you need to evacuate.
• Review the Emergency Procedures flip chart regularly and keep it nearby for reference.
• Locate the emergency systems (e.g., fire alarm, emergency phones, automated external defibrillator, fire extinguisher) closest to your work area.
• Keep a basic personal emergency kit at your workspace (e.g., flashlight, battery-powered radio, change of clothes, snacks, first aid, important contact information).
• Attend or request a workshop offered by UO Emergency Management and Continuity. Visit the Emergency Planning website, Training link, at emc.uoregon.edu.
• Develop a family emergency plan. Resources are available online at the Emergency Planning website, Planning Resources link, at emc.uoregon.edu.

See the Take Action: Emergency Planning section of this flip chart, or visit emc.uoregon.edu for additional planning resources.