

ATTACHMENT A

Unit Emergency Management Plan

Unit: (Enter Unit Name Here)

I. Unit Emergency Management Personnel

Identify individuals and alternates for the following functions. One person can be assigned to more than one function. List name, title, extension, e-mail address for each.

- **Unit Plan Execution/Emergency Response Coordinator:** This person is the first contact in your unit in an emergency, begins implementation of the unit plan, and manages the plan.
- **Unit Plan Maintenance Coordinator:** This person has oversight of the annual review and updating of the Unit Emergency Management Plan.
- **Unit Plan Emergency Management Team:** This group is responsible to create the unit plan, maintain/update the plan, and oversee implementation of the plan.
- **Unit Asset Coordinator:** This person has oversight for securing critical assets, including vital records. Typically, assigned to the unit Property Control Officer; this person also assists with unit content damage assessments following an emergency situation.
- **EMP Unit Plan/Unit Representative:** This person attends annual training/information sessions and communicates updates/changes to the unit. This person also provides new hires with a unit orientation to safety processes including a physical walkthrough. This orientation complements, but does not replace, any safety orientation/training offered by the University to new hires.

I. (b) Unit Plan Maintenance Activities

Identify individual(s) responsible for scheduling annual meetings, unit review meetings, and updating and distributing the Unit Plan.

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II. Unit Emergency Management Command Post

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

III. Unit Emergency Communication Plan

Attach emergency calling roster(s) for the unit.

IV. Unit Safety Threats

Develop unit safety procedures for the threats listed in the University Emergency Management Plan (EMP) appendix. Identify and list any unit safety threats (for example, a specific safety threat related to labs) and develop safety procedures for each unit threat.

IV (b) Unit Safety Threats/Laboratories

Identify specific safety threats related to unit laboratories. This section may not apply to all units.

V. Unit Asset Protection

Identify important assets and develop procedures to protect assets. Assets would include physical items of value, data information, etc.

VI. Unit Emergency Response Plan

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

**UNIT EMERGENCY MANAGEMENT PLAN
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(Note to Units: If additional page space is required for forms below, please revise table of contents list accordingly.)

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	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	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 Vice President for Administration and Planning				

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	Wing	Floor	Room Number
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

Unit: _____ Date Prepared: _____

Prepared by: _____

Identify and list any safety threats.

Description of Safety Threat	Contact Person	Title	Extension	E-mail address

Recommended Safety Procedures

IV (b). Unit Safety Threats/Laboratories

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		

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	E-mail address

Asset Protection Procedures

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				