

Emergency Preparedness Checklist for University Departments/Units
Created by the Office of Campus and Public Safety
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Departments should use this checklist to prepare internal operating procedures in the event of an emergency.

- Does your Department/Unit have an emergency team that meet quarterly to address emergency preparedness and other safety issues?
 - If not, create a team (3-4 people) who are willing to devote time to safety and preparedness issues like H1N1, long term University closure and emergencies such as weather, person with a gun on campus or chemical releases.

- Does your Department/Unit have a building evacuation plan?
 - If not, develop a plan with:
 1. External meeting point
 2. A person in charge of taking roll
 3. A procedure to interface with Public Safety and/or Environmental Health and Safety (EHS) when they arrive
 - If so, do you interface with other departments/units in your building on evacuation planning concerns or procedures?
 - Do you exercise your building evacuation plan yearly with Public Safety, EHS and Facilities?

- Does your Department/Unit have an emergency call list with all employee contact information?
 - Does that include emergency contacts for your employees?

- Does your Department/Unit have a list of all hazardous chemicals stored in your office?
 - If not, contact Environmental Health and Safety to get such a list (831-8475)

- Is your Department/Unit staff familiar with University Plans and Policies regarding Emergency Preparedness?
 - If not, see:
 1. www.udel.edu/emergency (for University Plans)
 2. Policy 7-06: Emergency Response
 3. Policy 7-51: Emergency Preparedness Policy
 4. Policy 7-52: Emergency Communications Policy
 5. Policy Website:
http://www.udel.edu/ExecVP/policies/safety_and_security/index.html

- Make sure employees within your Department/Unit are familiar with any internal policies you have developed to respond to a University closure.