

Template

(Department Name)

Emergency Response Plan

(Date)

This template is designed to provide your department with an overview of topics that should be evaluated when developing an Emergency Response Plan. Some sections require feedback; clicking the section heading will take you to a fillable text box at the end of the template for that section.

## Developed by: University of Oregon

## Emergency Management & Continuity

Questions? Contact: [uoem@uoregon.edu](mailto:uoem@uoregon.edu)

1) Pre-Planning Checklist

# Identify the Incident Response Team (IRT) for the department/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. 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.

In some cases this may include the department or unit head, while in other cases this authority may be delegated to other individuals. You should also identify other people that will assist your IRT leader and define the roles they will play during emergency response. It should be noted that team member duties during an emergency might be different from normal working duties. Identify a three-level succession order for each member of the IRT so that a back-up will always be available.

# Review UO Emergency Operations Plan Concept of Operations

In order to gain an understanding of the overall response plan for campus, UO Emergency Management & Continuity (UOEMC) recommends that the department or unit’s IRT review [Section 2 – Concept of Operations of the Emergency Operations Plan](http://safety.uoregon.edu/sites/safety1.uoregon.edu/files/uo_emergency_operations_plan_2017.pdf). The Concept of Operations section provides an overview of the emergency management structure and procedures for responding in an emergency situation.

# Review the Emergency Procedures Poster

UO Emergency Management and Continuity has updated the [Emergency Procedures Poster](https://safety.uoregon.edu/emergency-procedures). Have your team review the manual and develop department-specific response procedures for each hazard addressed in the manual. Ask yourselves if there are additional steps that you would take that are not included in the flipchart.

# 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. Additionally, guides for planning and resources for implementation are available from Ready.gov.

2) Emergency Response Plan Overview

*As your planning team works through each step, document the decisions and any work products (e.g. leadership lines of succession, department/unit specific procedures, location of the emergency contact/telephone tree, location of evacuation assembly points, and location of emergency kits),* ***by filling out the associated text boxes for each section. (Hit CTRL + click on the section heading to be linked to the text box)****.*

*Keep in mind,* [*Oregon Ready*](#_Oregon_Ready_-)*, the university’s business continuity[[1]](#footnote-1) tool, is an excellent place to store your department emergency response plan. If your department already has these items written down or documented elsewhere, your response plan doesn’t have to repeat the information, you can simply provide directions on where and how to find your department specific information (e.g., procedures and call list are found at X location on the shared server).*

# [2.1 Incident Response Team](#_2.1_Incident_Response)

In this section, identify the Incident Response Team (IRT) members. Describe the extent of their delegated the authority to develop the plan as well as to take the lead to implement the plan in an emergency. **EXAMPLE FORMAT BELOW**, to enter your department info ***Hit CTRL + click on this section heading to be linked to the text box.***

* IRT Member, title / role
  + IRT Alternate 1 , title / role
  + IRT Alternate 2 , title / role
* IRT Member, title / role
  + IRT Alternate 1 , title / role
  + IRT Alternate 2 , title / role
* IRT Member, title / role
  + IRT Alternate 1 , title / role
  + IRT Alternate 2 , title / role
* *Add more as needed*

# [2.2 Leadership Succession](#_2.2_Leadership_Succession)

In this section, document critical leadership positions, including who will fill critical leadership positions if the department/unit head or leadership personnel are absent, on vacation, or other otherwise unavailable during an emergency. Designate three successors for each leadership position. Be sure to identify the successors by name and their position in the department. That way, a succession plan is still useful even if an employee leaves the UO. **EXAMPLE FORMAT BELOW**, to enter your department info ***Hit CTRL + click on this section heading to be linked to the text box.***

* Leadership / Management individual, title / role
  + Successor, title / role
* Leadership / Management individual, title / role
  + Successor, title / role
* Leadership / Management individual, title / role
  + Successor, title / role
* *Add more as needed*

# [2.3 Emergency Communications Plan](#_2.3_Emergency_Communications)

In this section, document communication protocols (or provide information on where to find this documentation).

Effective communication is essential to effective emergency response. In an emergency you may need to contact staff and faculty in your department or unit, even outside normal working hours. You may want to contact all employees using a telephone tree or just specific staff members. Build the type of list that best fits your needs in an emergency, but be sure to include multiple methods of contact (e.g. home, cell, etc). Provide a hard-copy of the call list to all staff to keep in the office and at home.

[UO Alerts](https://safety.uoregon.edu/uo-alerts) emergency notifications are automatically sent to all @uoregon.edu email addresses when there is a threat to life and safety on campus property. Students, staff and faculty may also opt-in to UO Alerts text notifications through DuckWeb (for instructions visit [UO Alerts FAQs](http://safety.uoregon.edu/uo-alerts-faq)). Updates to emergency incidents will be posted to the UO Alerts blog at <https://alerts.uoregon.edu>. In addition, there may be a need for departmental communication to your staff.

Think about the following when developing your communications plan:

* How will you alert department/unit staff to an immediate emergency situation? What if the situation occurs outside work hours and they should not report for work?
* If you have department/unit offices in more than one building how will you communicate and coordinate with staff in other locations?
* For emergencies of extended duration how will you keep department/unit staff informed? Options might include e-mail, the department/unit website, a central department/unit phone number (to provide information outside work hours) or paper memos.
* During an emergency will it be important that members of your IRT communicate with one another? What if landline and/or cellular phones and/or e-mail are not working?
* Who is responsible for communicating department/unit status updates and needs to the campus incident management team, division or university leadership and others outside the department/unit during an emergency? Identify the individuals, groups, department/units or agencies (with contact information) that this person may need to communicate with.

# [2.4 Evacuation](#_2.4_Evacuation)

In this section document how your department / office would conduct an evacuation.

Know your building evacuation routes, typically posted near stairwells or receptions areas. If you have trouble finding evacuation maps contact the UO Fire Marshal’s office at [uofm@uoregon.edu](mailto:uofm@uoregon.edu). Remember that in the event of an earthquake, it is safest to Duck, Cover and Hold until the shaking stops.

Think about how the need to evacuate will be communicated to department/unit staff. Where should staff go after they evacuate the building? How will you be sure that all department/unit staff are accounted for following evacuation? Do you have plans for [evacuation of persons with disabilities](http://safety.uoregon.edu/evacuation-persons-disabilities) if the elevators are not operating or cannot be used (fire, earthquake). Has each employee identified at least two evacuation routes from their work location?

# [2.5 Office emergency kit](#_2.5_Office_emergency)

In this section, document what items are in your office emergency kit, where it is located, and who is responsible for ensure the items are current and replenished.

What if your building loses power or you are instructed to “shelter in place” for a period of time? Helpful supplies might include a battery powered or hand-crank radio, a flashlight, extra batteries, 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 non-perishable snacks. Review recommendations for a department/unit first aid kit on the [Environmental Health and Safety website.](http://safety.uoregon.edu/first-aid-kits) Emergency and first aid kit contents should be inventoried at least annually and out-of-date items replaced.

# 2.6 Reporting Incidents and Concerns

Emphasize to your staff if “you see something, say something.” If you have emergency, security or safety concern say something:

**Life threatening situations** call 9-1-1 immediately. Then call UOPD Dispatch to ensure complete response from UO Safety and Risk Services (i.e. Occupational Health and Safety, Risk Management, etc.)

**Non-life threatening situations** UOPD Dispatch (346-2919)

**Use links below to report any of the following:**

[Safety Concern](https://safety.uoregon.edu/safety-concern)

[Incident or Insurance Claim](https://safety.uoregon.edu/insurance-and-claims)

[Employee Injury](http://safety.uoregon.edu/injury-reporting-and-workers-compensation)

[3) Documentation](#_3_Documentation)

In this section, document where hard copies of your plan are kept (will staff be given copies to have at home?)

Identify any specific emergency response actions your department will take that differ from the [Emergency Procedures Poster](https://safety.uoregon.edu/emergency-procedures). We recommend that you attach evacuation map(s) for your building(s). If you are using the Oregon Ready business continuity tool (See section 2 header above) attach your plans there. Otherwise, send department/unit emergency response plan in Word[[2]](#footnote-2) to UO Emergency Management and Continuity so that it can be filed with the university’s Emergency Operations Plan.

Additionally, you can request planning support from UOEMC at [uoem@uoregon.edu](mailto:uoem@uoregon.edu).

[4) Review, Update, Train, and Exercises](#_4_Review,_Update,)

# 4.1 Annual Review and Update

In this section, document how often your emergency plan will be reviewed and updated and who will take the lead on making sure that a review and update occurs.

Emergency response plans and materials are only helpful if they are up to date. In order for these materials to be useful in an actual emergency, the information needs to be kept up to date. UO Emergency Management and Continuity recommends that department/unit IRTs revisit this information on at least an annual basis. Department/units may want to dedicate at least one staff meeting per year to review the procedures and update any out of date information. In addition, your Emergency Response Plan should be introduced to new employees upon orientation.

Remember to practice your emergency plan and evacuation routes regularly. For more information on planning an evacuation drill, contact the [UO Fire Marshal’s Office](http://safety.uoregon.edu/university-fire-marshal-group).

5) Next Steps

# Encourage Individual Preparedness

Employees can take individual steps to become better prepared. Activities may include:

* Registering for the [UO Alert](http://safety.uoregon.edu/uo-alerts) emergency notification system
* Developing a family emergency plan
* Developing an emergency kit for homes and cars
* Training to be a member of their [Community Emergency Response Team](https://www.eugene-or.gov/382/Community-Emergency-Response-Team-CERT) (CERT)

# Oregon Ready - Business Continuity Planning

Oregon Ready is the university’s custom business continuity tool. Some emergencies, such as pandemics or earthquakes, may have long durations. In these instances, it may be helpful to build a plan of action that specifies key business processes that may be negatively impacted by longer interruption. Developing a business continuity plan will help your department or unit identify staff, locations, or equipment and supplies that are critical to minimize these negative effects and expedite restoration of your operations. <http://safety.uoregon.edu/business-continuity>

# Additional Resources

Develop your own [Personal Emergency Plans](https://www.ready.gov/make-a-plan)

Request Oregon Ready business continuity training. Contact Emergency Management at [uoem@uoregon.edu](mailto:uoem@uoregon.edu)

Request a UOPD security assessment of your office space. Contact Benjamin McNulty at [bmcnulty@uoregon.edu](mailto:bmcnulty@uoregon.edu)

Request an active threat/shooter exercise for your department or earthquake and general preparedness training. Contact Emergency Management at [uoem@uoregon.edu](mailto:uoem@uoregon.edu)

[UO Emergency Operations Plan](http://safety.uoregon.edu/sites/safety1.uoregon.edu/files/uo_emergency_operations_plan_2017.pdf)

[Request an Emergency Poster](https://app.smartsheet.com/b/form?EQBCT=466d837517d8450caba90b4204138229)

For information on workplace accident/incident investigations contact [Occupational Health and Safety](http://safety.uoregon.edu/occupational-health-and-safety-0)

Emergency Response Plan

Pages 8 through 11 should be completed to the best of your ability and returned to Emergency Management and Continuity for recording. Email these pages to [uoem@uoregon.edu](mailto:uoem@uoregon.edu).

# 2.1 Incident Response Team

Identify the Incident Response Team (IRT) members. (See example, page 3.)

# 2.2 Leadership Succession

Document critical leadership positions, including who will fill critical leadership positions if the department/unit head or leadership personnel are absent, on vacation, or other otherwise unavailable during an emergency. (See example, page 4.)

# 2.3 Emergency Communications Plan

Document communication protocols (or provide information on where to find this documentation).

# 2.4 Evacuation

Document how your department / office would conduct an evacuation. Include information about assembly locations.

# 2.5 Office emergency kit

Document what items are in your office emergency kit, where it is located, and who is responsible for ensure the items are current and replenished.

# 3 Documentation

Document where hard copies of your plan are kept.

# 4 Review, Update, Train, and Exercises

Document how often your emergency plan will be reviewed and updated and who will take the lead on making sure that a review and update occurs.

1. Business continuity is the ability of an organization (or department) to maintain, or re-establish, services during and/or after a disruption. Oregon Ready will help you specify critical services and functions, and the resources you use to maintain them (staff, facilities, supplies, ect.) [↑](#footnote-ref-1)
2. UO Emergency Management may have questions or comments, which will be tracked easily in the Word version. [↑](#footnote-ref-2)