

SCHOOL OF MEDICINE DEPARTMENT EMERGENCY BINDER CONTENTS

1. SoM Department Emergency Plan Overview
 - a. Introduction and General Emergency Information
 - b. Department Roles and Responsibilities
 - c. Reducing Exposure to Risks and Hazards
 - d. Emergency Response Actions
 - e. Evacuation Expectations
 - f. Emergency Communications
 - i. Voicemail Notification List Creation
 - ii. Recording an Emergency Bulletin on a Hotline
 - iii. SoM Satellite Operations Center Contact Numbers
2. Department Emergency Information
 - a. Department Name
 - b. Chair contact info
 - c. DFA contact info
 - d. Emergency Coordinator contact info
 - e. Department Recovery Team contact info
 - f. Department Hotline
 - g. Department Emergency Headquarters
 - h. Department Emergency Supplies
 - i. Building list that the department occupies
3. Department Specific Information
 - a. Contact/call lists
4. Building Information
 - a. Building contacts
 - b. EAP Information
 - c. Building Response Team
5. Building Floor Plans
6. Administrative Area Business Continuity Information
 - a. Critical Administrative Equipment
 - b. Data Preservation Procedures
7. Emergency Procedures (Flowcharts)
 - a. Medical Emergency
 - b. Threatening Person
 - c. Hazardous Material Spill
 - d. Radioactive Material Spill
 - e. Fire
 - f. Bomb Threat
 - g. Electrical Failure
 - h. Earthquake

8. Emergency Response and Recovery Forms
 - a. Evacuation Planning for Persons with Disabilities
 - b. Blank Emergency Evacuation Sign-In Sheet
 - c. Department Emergency Status
 - d. SOC Information Submission Forms
 - e. Recovery Forms
 - i. Detailed Space Assessment
 - ii. Detailed Equipment Assessment
 - iii. Detailed Personnel Impacts
9. Employee Emergency Orientation and Personal Preparedness Handouts
10. Principal Investigator Research Preservation
 - a. List of their lab spaces
 - i. Checkboxes for - Animal; Biological; Chemical; Radiological
 - ii. Critical Lab Equipment
 - b. Freezer Management form
 - c. Research Data Preservation Procedures
 - d. Specimen Preservation Procedures