Department Name:

Date of Plan Review:

Person Completing Review:

All School of Medicine departments, divisions, centers, institutes and programs (i.e., departments) must have a current and complete Emergency Plan for 2013. The Department Emergency Plan has two components that need to be reviewed and updated annually:

1. Hard Copy Emergency Plan in the blue binder
2. Online Plan at <http://med.stanford.edu/somsafety/emerprep/eplanUpdate.html>

**Complete by December 6, 2013** and send a copy of this checklist to Lisa Pelletier at lisa.pelletier@stanford.edu or fax at 650-736-0179. If any elements are ‘In Progress’, please use the last page to document a plan for completion, including timeframe.

**Applicable to All Departments**

*Not Applicable*

*In Progress*

*Yes*

❒ ❒ ❒ Department has incorporated new tabs and inserts for emergency plan

binder. Contact Lisa Pelletier for tabs and binders.

❒ ❒ ❒ Emergency Plan Approval Page has been signed by department

leadership and added to hard copy plan.

❒ ❒ ❒ Department has conveyed key provisions of emergency plan to all faculty,

staff, and students. Mode of conveyance is determined by the department and may be in the form of a meeting, training, webinar, email, and/or hard copy of the plan. Provisions to be communicated are included in the Emergency Orientation Checklist (located in the General Information section of the emergency plan).

 Communications (Gold Tab)

❒ ❒ ❒ Department emergency notification procedure is current (i.e., phone tree)

includes all faculty, staff and student office, cell, home and pager numbers.

❒ ❒ ❒ Department Hotline is identified (if applicable).

*In Progress*

*Yes*

*Not Applicable*

 Procedures (Orange Tab)

❒ ❒ ❒ Hard copies of university and/or hospital emergency plans

have been included in the binder.

Evacuation (Red Tab)

❒ ❒ ❒ Personnel rosters for each building occupied.

❒ ❒ ❒ Building Response Team members have been identified for buildings with

 a sizable population of department personnel.

❒ ❒ ❒ List of buildings occupied is correct and iSpace is updated.

❒ ❒ ❒ Building Information section of online plan has been added to binder.

❒ ❒ ❒ Floor plans (and evacuation plans if available) for the all buildings/floors

occupied.

❒ ❒ ❒ Emergency Assembly Points (EAP) identified for all buildings occupied.

❒ ❒ ❒ An evacuation plan is in place for any department personnel with limited

mobility.

Key Personnel (Light Green Tab)

❒ ❒ ❒ Key Emergency Personnel are identified including:

* Chair/Chief(s)
* DFA/ASM/Director
* Emergency Coordinator(s)
* Department Recovery Team Members
* Health and Safety Contact(s)
* Training Coordinator (s)
* PIs
* PI/Laboratory Contacts

❒ ❒ ❒ All department organizational codes are correct in the online plan.

*Yes*

*In Progress*

*Not Applicable*

❒ ❒ ❒ An indoor emergency headquarters and alternate has been identified.

❒ ❒ ❒ Department Emergency supplies (e.g., first aid kits, flashlights, food,

water, etc.) have been identified including location.

❒ ❒ ❒ All administrative equipment that is critical to the department’s operation

is identified. This includes servers, computers, printers, copiers, etc.

Continuity Plan (Blue Tab)

❒ ❒ ❒ Data preservation procedures (both for hard copy and electronic data)

are outlined.

❒ ❒ ❒ All computers are backed up off-site unless individual machines can be

justified as ‘backup not warranted’.

*Applicable to Departments with Laboratories*

❒ ❒ ❒ All laboratories and research support spaces are listed. PIs are identified

for each room including shared space. The type of hazards are identified

for each space (e.g., Animal, Biological, Chemical, Controlled Substances, Laser, Radioactivity, Special Agents or Other).

❒ ❒ ❒ All research equipment that is critical to the department’s operation has

been identified. This includes microscopes, PCR systems, image processing systems, centrifuges, incubators, etc.

❒ ❒ ❒ Freezer management plan includes a list of all freezers, liquid nitrogen

tanks and refrigerators including:

* Location - building and room
* Type
* Backed up on Emergency Power
* Alarm Type
* Specimen Preservation Priority (High, Medium, Low)

❒ ❒ ❒ Critical research specimen preservations procedures are outlined.

Includes all types of research materials. Procedures may be specified for

individual laboratories or the entire department.

**In Progress Plan for Completion**

For any plan elements that are not complete by December 6, 2013, use this page to document a plan for completion, including timeframe.

|  |  |  |
| --- | --- | --- |
| Element to be Completed | What Needs to be Done | Timeframe for Completion |
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