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?
  o 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?
  o 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
  o If so, do you interface with other departments/units in your building on evacuation planning concerns or procedures?
  o 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?
  o Does that include emergency contacts for your employees?

☐ Does your Department/Unit have a list of all hazardous chemicals stored in your office?
  o 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?
  o If not, see:
    1. [www.udel.edu/emergency](http://www.udel.edu/emergency) (for University Plans)
    2. Policy 7-06: Emergency Response
    4. Policy 7-52: Emergency Communications Policy
    5. Policy Website:

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