

INTRODUCTION

The primary purpose of this is to establish procedures in conjunction with the Campus Emergency Preparedness Program, that ensures the safety and well-being of staff, faculty, students and visitors in the event that an emergency occurs. A secondary purpose for this plan is to maintain essential business services and operation in the time of an emergency. Staff should be reminded that it is also a function of this plan to protect and secure University, facilities, property, and equipment from loss.

Pages - Describe basic emergency communication, response, and evacuation procedures, including emergency roles and responsibilities.

Pages - Provide emergency information for use in classrooms and teaching laboratories by instructors.

Page(s) Contain employee roster, to be used at the time of the emergency evacuation to help account for all personnel.

Pages - Contain recovery procedures

Copies of this plan will be maintained by the Department Emergency Coordinator and in the Campus Emergency Preparedness Office. Emergency response staff will ensure to have the book in their possession in the time of an emergency.

This Emergency plan will be reviewed annually and updated as necessary.