

Job Action Sheets (Checklists for individual administrators)

This set of 20 Job Action Sheets is also found separately from this document, on the web page:

http://police.wvu.edu/emergency_management/emergency_response_plan

and click on “ANNEX A Checklists for Administrators (Job Action Sheets)”

1. Associate Provost for Academic Personnel
2. Associate Vice President for Facilities and Services
3. Athletic Director
4. Chief of Staff
5. Chief of the University Police Department
6. Deans and Directors
7. Director of Environmental Health and Safety
8. Director of News and Information
9. Executive Officer for Communications
10. Executive Officer for Policy Development
11. Executive Officer for Social Justice
12. Incident Commander (on scene)
13. Provost
14. University President
15. VP Administrative and Finance
16. VP Health Sciences
17. VP Human Resources
18. VP University Relations
19. VP Legal Affairs
20. VP Student Affairs

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	ASSOCIATE PROVOST FOR ACADEMIC PERSONNEL
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Assist with evacuation if necessary.
- Assess situation; obtain information through the Provost.
- Implement telephone tree and advise your staff and the college deans.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Executive Team as required.
- Provide volunteer resources as available

Assume assigned role in the Incident Command Structure.

Checklist 1-B Supplement

Assignment: Senior Executive Team	
Checklist	1-B
Position	ASSOCIATE VICE PRESIDENT FOR FACILITIES AND SERVICES
Section	MANAGEMENT/COMMAND SUPPORT

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Advise the Vice President for Administration and Finance on the Emergency Plan activation status.
- Consult with the Vice President for Administration and Finance to consider declaration of emergency and/or closure.
- If the incident requires the campus closure, how long will the campus be closed? What information will students and employees need?
- Has the MECCA EOC been activated? Who is leading? from the field units.
- Assign personnel to key ICS functions:

- Operations
- Planning
- Logistics
- Finance
- Conduct an initial situation briefing with the above staff:
 - Type of emergency
 - Location of emergency
 - Initial damage to campus and infrastructure
 - Size of area involved
 - Human resources immediately available and number of additional people required.
 - Field Command Post location(s) and the Commander on Scene
 - Staging Area locations
 - Access routes for emergency vehicles
 - Agencies on scene (medical, fire, Facilities Management, Environmental Health/Safety)
 - Number and type of injuries/casualties
 - Building/area(s) evacuated
 - Liaison with other emergency agencies
 - Mobilization of support personnel

- Mutual aid contingencies
- Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.
- Relay all requests from the field units for resources or policy waivers.
- Establish contact with specialized units that may be needed.
- Determine if the local community needs campus assistance, if the incident is off-campus.

CONTINUING OPERATIONS

- Provide Senior Executive Team with periodic updates of information from the field that is approved for release to the media and public.
- Request from section heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity.
- Will the campus medical facilities become a reception point for outside victims? Media staging sites and visitor sites identified?
- Request recommended sites, as needed, for casualty collection point and/or coroner operations.
- Develop plans for replacing human and physical resources.
- Monitor Stress:**
 - Schedule counseling sessions for those in need

Provide periodic rest periods for staff and relief when indicated.

Estimate duration of the response, if possible.

END OF EMERGENCY INCIDENT

State of Emergency Over: Confer with President for authorization to announce end of the State of Emergency when appropriate.

De-escalate and de-mobilize, when appropriate, and provide this fact to the President, Senior Executive Team, and Director of News Services.

Recovery Expectations:

When will the affected processes resume?

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	ATHLETIC DIRECTOR
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Assess situation, obtain information through the
Chief of Staff.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information
to the Senior Executive Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A, Supplement
Position	CHIEF OF STAFF
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone. Activate the Senior Executive Team, if appropriate. Take Cell Charger.
- Assess situation; Advise the President on the Emergency Plan activation status. Insure that an initial briefing of the Senior Executive Team is completed. Monitor activities and assist in establishing communications with key political and operational leaders.
- If the incident requires the campus closure, how long will the campus be closed? What information will students and employees need?
- Consult with President to consider declaration of emergency and/or closure.
- Implement telephone tree and advise your key staff.

- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Executive or Management sections as required.
- Set up room for Senior Executive Team: Scanners, maps, manuals, etc.

OPERATIONS -- START UP

- Provide volunteer resources as available.
- Authorize emergency notification systems activation and dissemination of public education/information to the campus community by the Executive Officer for Communications or the Director of News Services. Through News Services, communicate to students, faculty, and staff who will want to know what they should do, when, where, and how they can help. Make plans and activate communication resources for parents, students, and others to get information and updates.
- Has the MECCA EOC been activated? Who is leading?
- Establish a communication protocol with EOC staff and develop a plan to receive status updates on a scheduled basis.
- Appoint a scribe to keep a written log of phone messages, requests, actions taken, etc.
- Have an initial briefing with the Senior Executive Team and establish assignments listed below as required. Brief on communication protocol established with the EOC for updates.
- Assign personnel to key Incident Command functions:
 - Operations (Determine by area impacted: Public Health, Student Affairs, etc.)

- Planning
- Logistics
- Finance
- Conduct an initial situation briefing with Team.
- Type of emergency
- Location of emergency
- Initial damage to campus and infrastructure
- Size of area involved
- Human resources immediately available and number of additional people required.
- Field Command Post location(s) and the Commander on Scene.
- Staging Area locations
- Access routes for emergency vehicles
- Agencies on scene (medical, fire, Facilities Management, Environmental Health/Safety)
- Number and type of injuries/casualties
- Building/area(s) evacuated
- Liaison with other emergency agencies
- Mobilization of support personnel
- Mutual aid contingencies

- Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.
- Begin planning to respond to any request for additional resources or policy waivers from the field units or the EOC.
- Establish contact with local (city, county) leaders.
- Determine if the local community needs campus assistance, if the incident is off-campus.

CONTINUING OPERATIONS

- Brief the Senior Executive Team after receiving scheduled updates from the EOC. Keep all informed about changes and conditions.
- Provide, via News Services, periodic updates to the media.
- Request from sections heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity.
- Advise the Team of recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).
- Will the campus medical facilities become a reception point for outside victims?
- Request recommended sites, as needed, for casualty collection point and/or coroner operations.
- Develop plans for replacing human and physical resources.
- Monitor Stress:**

Schedule counseling sessions for those in need

Provide periodic rest periods for staff and relief when indicated

Estimate duration of the response, if possible.

END OF EMERGENCY INCIDENT

State of Emergency Over: Confer with President for authorization to announce end of the State of Emergency when appropriate.

De-escalate and de-mobilize, when appropriate, and provide this fact to the President, Senior Executive Team, and News Services.

Establish a time for debriefing before deactivating the Senior Executive Team.

Recovery Expectations:

When will the affected processes resume?

Schedule post-event evaluation for after-action process changes.

Checklist 1-B Supplement

Assignment: Liaison Officer	
Checklist	1-B, Supplement
Position	CHIEF OF UNIVERSITY POLICE DEPARTMENT
Section	COMMAND STAFF

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone and radio.
- If MECCA EOC is activated report there, if not, report to the incident scene and determine if assumption of the incident command is appropriate.
- Determine if WVU Emergency Plan is to be activated and ensure that appropriate notifications are made.
- Consult with Chief of Staff to determine if a recommendation for a declared emergency is appropriate. If so, Chief of Staff updates the President.
- Determine as soon as possible if the incident requires campus closure, establish and estimate how long the campus will be closed. What information can be released to the community?

- Provide input on information that is available to public release and any requests for assistance or specialized skills that may be needed by the field units. Make sure that the information provided for release is accurate, as misinformation can cause increased stressors for the community.

- Appoint a scribe to keep a written log of phone messages, actions taken, etc.

- Assign personnel to staff ICS functions:
 - Operations
 - Planning
 - Logistics
 - Finance

- Conduct an initial situation assessment to determine:
 - Type of emergency
 - Location of emergency
 - Initial damage to campus and infrastructure
 - Size of area involved

 - Human resources immediately available and number of additional people required.

 - Field Command Post location(s): Evaluate need for and use of field command posts; assign as appropriate

 - Staging Area locations

- Access routes for emergency vehicles
- Immediate assistance required (medical, fire, Facilities Management, Environmental Health/Safety)
- Number and types of injuries/casualties
- Resources needed for night operation
- Develop and implement control plans which may include:
 - Perimeter control provisions/interior patrol provisions
 - Building/area evacuation procedures
 - Liaison with other emergency agencies
 - Traffic control plans
 - Mobilization of off-duty personnel
 - Mutual aid contingencies
- Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.
- Request personnel and equipment as needed for control of the incident.
- Establish contact with local (city, county) emergency operations centers and federal agencies, if appropriate.
- Determine the impact of the incident beyond the immediate campus.
- Obtain weather forecast.

CONTINUING OPERATIONS

- Identify staging areas for incoming resources.
- Obtain periodic updates from the Field Command Post(s). Keep all informed about changes and conditions.
- Provide periodic updates on information that is approved for release to the media and public.
- Request from section heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity for recovery records.
- Evaluate the continuing need for and use of field command post.
- Advise staff when to begin recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).
- Determine if the campus will become a reception point for outside victims and/or visitors.
- Request recommended sites, as needed, for casualty collection point and/or coroner operations.
- Develop plans for replacing field personnel and physical resources.
- Monitor Stress:**
 - Observe staff for signs of stress of inappropriate behavior and provide for stress-debriefing sessions, if appropriate. Refer anyone exhibiting Symptoms to EMS.
 - Provide periodic rest periods for staff and relief when indicated. Provide for food and water for the staff.
 - Transfer command if the emergency exceeds 12 hours, or if stress indicates a transfer.

Estimate duration of the response, if possible.

END OF EMERGENCY INCIDENT

State of Emergency Over: Confer with other field units to determine if or when it would be appropriate to advise the President that the Declared Emergency Status can be deactivated.

De-escalate and de-mobilize, when appropriate, and provide this fact to the President and PIO.

Establish a time for debriefing before releasing key field units.

Recovery Expectations:

When will the normal staffing resume?

Checklist 1-B Supplement

Assignment: SUPPORT TO THE EXECUTIVE TEAM AND OPERATIONS		SENIOR
Checklist		1-B
Position		DEANS AND DIRECTORS
Section		MANAGEMENT -- SUPPORT

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Assess situation; obtain information through the Associate Provost for Academic Personnel.
- Implement telephone tree and advise your staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Executive Team as required.
- Provide volunteer resources as available.

Checklist 1-B Supplement

Assignment: SAFETY OFFICER	
Checklist	1-B
Position	DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY
Section	COMMAND SUPPORT

The Safety Officer has the authority to stop all unsafe activity deemed to be a safety hazard to responders or the public.

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office. Do not go to the incident site.
- Turn on your cellular phone.
- If your office or building is not affected, go to your assigned post.
- Communicate with the Associate Vice President for Facilities and Services and other section coordinators to determine the extent and nature of the emergency.
- Monitor and assess hazardous and unsafe situations and develop measures for assuring personal safety.

- Maintain a log of activities.

Checklist 1-B Supplement

Assignment: PUBLIC INFORMATION OFFICER	
Checklist	1-B
Position	DIRECTOR OF NEWS AND INFORMATION SERVICES
Section	COMMAND SUPPORT

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone, radio, and scanner.
- If your office or building is not affected, go to your assigned post.
- Open Media Center.
- Relay approved information from the Chief of the University Police Department for dissemination to the public and the campus community.
- Ensure that all information is clear, concise, confirmed, and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.

despite urging by reporters to do so.

Gather information on the emergency situation and response actions/

Assign a Public Information Representative, if appropriate to:

Establish Media Control Point near incident site

Keep EOC staff informed of the media situation at the incident site

Establish and release "media only" telephone number(s).

Monitor published and broadcast Emergency Public Information (EPI) for accuracy. Correct serious misinformation whenever possible.

Maintain Emergency Public Information (EPI) status boards and maps.
Post hard copy of news releases.

Attend periodic EOC and Senior Executive Team briefings and policy meetings.

Consider additional methods for distributing emergency instructions

Schedule media briefings/press conferences and tours as conditions permit.

Arrange for media access to the EOC, command staff and incident site when appropriate.

Establish a center for rumor control.

PRIMARY RESPONSIBILITIES



Release emergency instructions/
/information to internal constituents
(faculty, staff and students)
about the emergency and what steps
individuals should take via online
and email sources.



Release emergency
instructions/information/press
releases to the electronic and print media,
and post online for parents, the
community and public.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	EXECUTIVE OFFICER FOR COMMUNICATIONS
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Executive Team meeting site.
- Assess situation; obtain information through the
Senior Executive Team.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information to the
Senior Executive Team as required. Monitor
media actions and report to MECCA EOC,
if deemed appropriate.
- Provide volunteer resources as available.

- Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	EXECUTIVE OFFICER FOR POLICY DEVELOPMENT
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Executive Team meeting site.
- Assess situation; obtain information through the
Senior Executive Team.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information to the
Senior Executive Team as required.
- Provide volunteer resources as available.

Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	EXECUTIVE OFFICER, OFFICE OF SOCIAL JUSTICE
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Assess situation, obtain information through the
Senior Executive Team.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information
to the Senior Executive Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Checklist 1-B Supplement

Assignment: Incident Commander	
Checklist	1-B, Supplement
Position	ON-SCENE COMMANDER
Section	COMMAND STAFF

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain calm.
- Establish a command post or report to the designated command post if one has already been designated. Remain at command post.
- Ensure that your cellular phone and radio are operating.

Provide visual identification.
- Establish contact with the Chief of the University Police Department, and advise on incident and status.
- Determine if the incident requires campus closure, how long will the campus be closed? What information will students and employees need? Relay the information to the Chief.

Assess scope of disaster and approximate number of survivors:

Incident Location

Type and cause of incident

Is incident contained? (cause has ceased)

or continuing? (danger continues)

Initial victim estimate

Injury types

Potential for further injuries?

High _____

Medium ____

Low ____

None ____

Access route to the incident

Egress route from incident

Additional resources needed?

Has the MECCA EOC been activated? Who is leading?

- Establish a communication protocol for EOC staff and develop a plan to track actions and provide status reports on field OPS and needs.
- Appoint a scribe to keep a written log of phone messages, requests, actions taken, etc.
- Have an initial briefing with the Unified Command and establish assignments listed below as required. Brief on communication protocol established with the Chief of the University Police on providing updates.
- Assign personnel to key ICS functions:
 - Operations
 - Planning
 - Logistics
 - Finance
- Conduct an initial situation briefing with staff:
 - Type of emergency
 - Location of emergency
 - Initial damage to campus and infrastructure
 - Size of area involved
 - Human resources immediately available and number of additional people required
 - Field Command Post location(s) and the Commander on Scene.
 - Staging Area locations

- Access routes for emergency vehicles
- Agencies on scene (medical, fire, Facilities Management, Environmental Health/Safety)
- Number and types of injuries/casualties
- Building/area(s) evacuated
- Liaison with other emergency agencies
- Mobilization of support personnel
- Mutual aid contingencies

- Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.
- Relay all requests from the field units for additional resources or policy waivers.
- Establish contact with specialized units that may be needed.
- Determine if the local community needs campus assistance, if the incident is off-campus.

CONTINUING OPERATIONS

- Brief the staff after receiving scheduled updates from the field units.
- Provide Senior Executive Team with period updates of information from the field that is approved for release to the media and public.
- Request from section heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity.

- Advise the staff of recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).
- Will the campus medical facilities become a reception point for outside victims? Media staging sites and visitor sites identified?
- Request recommended sites, as needed, for casualty collection point and/or coroner operations.
- Develop plans for replacing human and physical resources.
- Monitor Stress:**
 - Schedule counseling sessions for those in need
 - Provide periodic rest periods for staff and relief when indicated
- Estimate duration of the response, if possible.

END OF EMERGENCY INCIDENT

- State of Emergency Over:** Confer with President for authorization to announce end of the State of Emergency when appropriate
- De-escalate and de-mobilize, when appropriate, and provide this fact to the President, the Senior Executive Team, and the Director of News Services.
- Recovery Expectations:**
 - When will the affected processes resume?

Checklist 1-A

Assignment: Senior Executive Team	
Checklist	1-A
Position	PROVOST
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your building is not affected, go to the Senior Executive Team meeting site.
- Assess situation; obtain information through the President. (If the President is not available, assume leadership of the Senior Executive Team. Use President checklist and reassign your checklist responsibilities.)
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Executive Team as required.
- Provide volunteer resources as available.

Assume assigned role in the Incident Command Structure.

Checklist 1-A

Assignment: Senior Executive Team	
Checklist	1-A
Position	UNIVERSITY PRESIDENT
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office. If your office or building is not affected, stay in your office. Do not go to the incident site.
- Turn on your cellular phone.
- Assess situation; obtain information through the Chief of Staff and activate the Senior Executive Team, if deemed appropriate.
- Consult with Senior Executive Team--Vice Presidents to consider declaring a State of Emergency. Notify News Service, Governor's Office, Board of Governors' Chair and the Chancellor.
- Consult with Chief of Staff to consider closure of the University. Notify Vice Presidents and News Service.
- If the incident requires campus closure, how long will the campus be closed? What information will students and employees need?

Has the Emergency Plan been activated on the recommendation of Chief of the University Police Department or ranking Officer on duty?

Inform and brief the Cabinet on the emergency situation and status as it affects their areas.

CONTINUING CONSIDERATIONS

Keep Informed: Obtain periodic situation updates from the Vice President for Administration and Finance.

Share Information: Review and approve media releases.

Inform and brief the Senior Executive Team on the emergency situation and status as it affects their areas.

Through the Senior Executive Team, monitor the campus condition. What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

Issue any necessary public statements through the Office of News Services

Confer as needed with the Chancellor's Office and other local and state officials

Authorize the Chief of Staff to announce the end of the State of Emergency when appropriate.

END OF EMERGENCY INCIDENT

Recovery Expectations: When will the institution's operational process resume?

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	VICE PRESIDENT FOR ADMINISTRATION AND FINANCE
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your building is not affected, go to the
Senior Executive Team meeting site.
- Assess situation; obtain information through the
President.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information to the
Senior Executive Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	VICE PRESIDENT FOR HEALTH SCIENCES
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Executive Team meeting site.
- Assess situation; obtain information through the Senior Executive Team. Monitor the medical situation and needs of the Operational Units. Provide technical advice on medical-related issues.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Executive Team as required.
- Provide volunteer resources as available
- Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	VICE PRESIDENT FOR HUMAN RESOURCES
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your building is not affected, go to the
Senior Executive Team meeting site.
- Assess situation; obtain information through the
President.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information to the
Senior Executive Team as required.
- Provide volunteer resources as available
- Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	VICE PRESIDENT FOR UNIVERSITY RELATIONS
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Executive Team meeting site.
- Assess situation; obtain information through the
President.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information to the
Senior Executive Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	VICE PRESIDENT FOR LEGAL AFFAIRS
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Report to the Senior Executive Team meeting site,
assess situation and perform any assigned tasks.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide legal guidance to the Senior Executive Team
as required and monitor activities for legal compliance.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Checklist 1-A Supplement

Assignment: Senior Executive Team	
Checklist	1-A
Position	VICE PRESIDENT FOR STUDENT AFFAIRS
Section	SENIOR EXECUTIVE TEAM/ MANAGEMENT COMMAND

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Executive Team meeting site.
- Assess situation; obtain information through the
President.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency
situation as it affects their areas.
- Provide resources or resource information to the
Senior Executive Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.