

# Departmental Emergency Preparedness & Action Plan Template

## Instructions

Thank you for taking the time to ensure a more resilient Dartmouth through the completion of the Departmental Emergency Preparedness & Action Plan.

The template is designed to assist departments in creating or updating their emergency plans and gives Dartmouth a standardized format and default content.

### Personalization

The Emergency Preparedness & Action Plan template is designed to be easily customizable to ensure it's tailored to your department's unique concerns, priorities & potential emergencies. Throughout the template, you will see bold, capitalized text within brackets ([**EXAMPLE TEXT**]) where you will enter the locally specific information.

Further customization of present sections outside of the prompted areas is highly encouraged if it will result in a better reflection of your department's concerns, priorities & potential emergencies. Contact the Office of Emergency Management at [emergency.manager@dartmouth.edu](mailto:emergency.manager@dartmouth.edu) for further assistance.

### Emergency Assembly Areas

A designated emergency assembly area where everyone can meet and be accounted for is crucial in the event your department's building is being evacuated due to an emergency. The proposed emergency assembly area should be a safe distance from your building, easily identifiable to the community, spacious enough to accommodate your department, students, campus visitors & emergency response personnel. This streamlines emergency response to a crisis as emergency responders can quickly identify those remaining in the building in need of assistance/rescue.

In the event of inclement weather, an indoor inclement weather assembly area should be designated where everyone can meet and be accounted for in the event your department's building is being evacuated due to an emergency. The proposed inclement weather area should be in a different, nearby building a safe distance from your building, easily identifiable to the community, spacious enough to accommodate your department, students, campus visitors & emergency response personnel and approved by the Office of Emergency Management before the development process is complete.

The designated emergency assembly area and inclement weather area chosen by your department can be inserted on the template's cover page within the YELLOW BOX.

Lastly, ensure that all department staff who utilize the department's workspace are familiar with the location of the emergency assembly area.

### Order of Succession

This section is designed to reflect your department's respected chain of command/authority. It is highly recommended that your department establish a chain of command/authority to ensure continuation of leadership within your department.

If your department has not considered developing an internal chain of command/authority, discuss the matter with key personnel/staff to ensure the developed order of succession is appropriate.

### Emergency Communications

Reflect any existing emergency communications plans for your department in this section. The complexity & unique circumstances of every department are the primary reasons for the lack of default information in this section.

Instead, the Office of Emergency Management offers a short, non-extensive list of possible alternative communication methods meant to prompt conversation within your department on this subject. When developing or updating your department's emergency communications plans, here's some information to keep in mind:



- The most reliable forms of communication are methods that involve real-time personnel communication including telephone, conference calls, virtual meetings, face-to-face, etc.
- Less reliable forms of communication involve some type of delay between responses (such as email or text message) or one-way communication methods that only disseminate or receive information without means to initiate a dialogue.

## Testing, Training & Exercises

The unique needs of every department are the primary reason for the lack of default information in this section. The following recommendations may help shape your department's unique testing, training & exercise needs:

- The Office of Emergency Management recommends that your department distribute a complete Emergency Preparedness & Action Plan to all employees to review & discuss on occasion as everyone is able to contribute to departmental preparedness.
- Some options for training include annual emergency planning meetings, CPR/AED courses, departmental review meetings, or any other relevant training beneficial to your department.

It is also important to practice any existing plans through exercises. These exercises grant you and the Office of Emergency Management the opportunity to train personnel and test/improve those existing plans, because a unpractical plan is akin to not having one.

The Office of Emergency Management recommends at least an annual exercise to test all or a portion of your emergency plans. Exercises can come in several form such as:

- Short Tabletop Exercises during a meeting
- Fire/Evacuation Functional Drills

## Emergency Contact Directory

The recommended approach to this section depends on the size of your department.

For smaller departments, the Office of Emergency Management recommends adding all personnel to this directory. Larger departments are recommended to add only key personnel, though may include all personnel if they deem it necessary.

## Additional Annexes

This section is designed to give departments a designated space to add any relevant or important documents they see fit.

Examples of these documents may include:

- Maps, Diagrams, Lists
- Materials or Documents applicable to an emergency plan
- Materials or Documents that can be useful during an emergency response

## Update Procedures & Recommendations

Your department is responsible for keeping the plan accessible throughout the year. It is also your department's responsibility to update and review the plan annually or when major changes to key staff/scope of work occur to ensure that the document remains current & applicable.

## Questions

Contact the Office of Emergency Management at [emergency.manager@dartmouth.edu](mailto:emergency.manager@dartmouth.edu) if your department has any questions or requires assistance in customizing your department's emergency preparedness & action plan template.