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|  | Building Emergency Response Planning Checklist:(insert building name) |
|  | Building Profile |
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|   | Compile available data from existing data systems |
|   | Pull relevant information from most recent old plans (2007, 2011) |
|   | Identify UMMC, UMP, academic Dean, and other stakeholders (as needed) |
|   | Identify Facilities Management and AHC Research Building Management Services personnel (as appropriate) for the building |
|   | Create Building Profile |

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|  | Building Emergency Plan Committee Members |
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|   | Meet with lead stakeholder representatives to identify Committee member candidates (including Chair/Co-Chairs) |
|   | Contact Committee Chair/Co-Chairs candidate to seek agreement and review list of other member candidates |
|   | Create brief recruitment document |
|  | Contact member candidates to seek involvement |
|  | Create Building Emergency Plan Committee Roster with contact information |

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|  | Building Emergency Plan Committee Meeting |
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|  | Identify resource for committee and room scheduling |
|  | Schedule first committee meeting |
|  | Prepare meeting materials (overviews, other handouts) |
|  | Assign responsibilities for meeting (facilitation, note-taking, facility expert) |
|  | Conduct meeting |

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|  | Building Emergency Plan |
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|  | Develop draft 1 of Building Emergency Plan based on Committee Meeting |
|  | Send to Committee for review and approval |
|  | Finalize plan  |
|  | Distribute plan to Committee Members, building stakeholders, and administrators |
|  | Send copy to AHC-OER for placement on central server |

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|  | Additional Tasks |
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|  | AHC-OER: Enter “Report Completed” status on project tracking log. |
|  | Committee: Determine best Communication Plan for building occupants |
|  | Committee: Determine best Communication Plan for faculty using building classrooms (as needed) |
|  | Chair/Co-Chair: Implement Communication Plan |
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