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|  | Building Emergency Response Planning Checklist:  (insert building name) |
|  | Building Profile |
|  | |  |  | | --- | --- | |  | 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 | |
|  | Building Emergency Plan Committee Members |
|  | |  |  | | --- | --- | |  | 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 | |
|  | Building Emergency Plan Committee Meeting |
|  | |  |  | | --- | --- | |  | 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 | |
|  | Building Emergency Plan |
|  | |  |  | | --- | --- | |  | 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 | |
|  | Additional Tasks |
|  | |  |  | | --- | --- | |  | 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 | |  |  | |