



EMERGENCY PREPAREDNESS

Checklist for Departments

- ☐ Encourage staff to enter cell phone numbers into UMass Boston Alert System by visiting getrave.com/login/umb. Also consider other types of emergency alerts issued by the National Weather Service and others. See list of options at umb.edu/preparedness.
- ☐ Encourage personal preparedness planning for department members. See Ready.gov and RedCross.org for ideas.
- ☐ Bookmark or keep on file copies of emergency-related policies, including:
 - ☐ UMass Boston Alert System Policy
 - ☐ Campus Closure Policy
 - ☐ Business Continuity Planning Policy
- ☐ Become familiar with Building and Plaza Evacuation plans, as well as the Campus-Wide Evacuation Plan and Evacuation Policy. Find links to all at umb.edu/preparedness.
- ☐ Maintain a list of important emergency contact numbers both physically and electronically in multiple secure locations.
- ☐ Maintain current department phone lists physically and electronically in multiple secure locations.
- ☐ Consider how to continue critical department functions remotely if possible.
- ☐ Develop a strategy for communicating regarding cancellations, schedule alterations, alternative work methods and/or locations.
- ☐ Keep copies of critical documents in a secure location. Request assistance from Information Technology Services Division (ITSD) regarding secure electronic file storage.
- ☐ Consider purchasing battery cellphone chargers and extra charge wires.
- ☐ Encourage all faculty and instructors to have a plan for
 - ☐ how they will contact students if class meetings are cancelled.
 - ☐ how emergency alerts will be received if cell phones are silenced during class.
- ☐ Discuss emergency preparedness at staff meetings periodically.
- ☐ Contact the Office of Emergency Management and Business Continuity for assistance developing a continuity plan or brief preparedness presentation for your department.
- ☐ Attend safety-related trainings as they are offered. Follow [@UMB_Safety](https://twitter.com/UMB_Safety) on Twitter. Check umb.edu/preparedness/training for upcoming training sessions.
- ☐ Include a review of this checklist with new employees as they join the department.