



Be Prepared!

Fires and floods come without warning and in many cases, at the most inopportune times. When disaster strikes our world becomes disrupted and chaotic.

On the morning of March 11th, the School of Medicine experienced both fire and flood. The event began as a fire that was confined to a single lab, but the consequences of the fire created a flood that affected multiple floors in the building. Having a plan was essential to restoring work and research. School of Medicine staff quickly jumped into action to confirm audits of chemical inventories, review space assignments for notification and to start to move affected individuals. Information was gathered from University systems to answer the many questions that needed answers. Their plan included subject matter experts needed to be notified and how to contact them. During this event, the School of Medicine proved that they were up to the task. They had an emergency plan ready that helped them bring organization to the chaos of the moment and to move forward to recovery.

Does your school or department have an emergency plan? Make sure you know what role you play. Identify what people in your area/department should do as part of the plan. Know how to get in touch with critical individuals to communicate actions they should take or to notify others of the event. Make sure you have the necessary school/department information to perform your job during an emergency.

If you are a building manager, do you have a list of all the building occupants and their contact information? Is it up to date? This can be used as a check in list at the emergency assembly point (EAP). The list will also enable you to notify occupants if an event takes place in their work area that prohibits them from coming to work, and to keep them updated with recovery plans.

How many times have we said when we have a moment, we will gather critical information contacts for an emergency? If you can't put your hands on your emergency plan/contacts, do it



now. Emergency planning is important to do in advance, not at the time of the event. At its simplest level, emergency planning is thinking about what could happen, what to do in case of an emergency, who to notify and how to contact them.

In any emergency, having an up to date plan is invaluable in both response and recovery.