Appendix A

EMERGENCY MANAGEMENT CHECKLIST Level 1 & Level 2 Emergencies (Not requiring activation of Incident Response Team)

SECTION 1. To be completed by individual first notified of emergency.

Date of Notification:	Time of Notification:	AM/PM
Name & Dept. of Notifier: Responding Officer or University Officia	1 NI -4:C - 1.	
Responding Officer or University Officia	II Notified:	
Please check off the following steps as twhere indicated.	they are completed, noting th	e date and time
		Time/
		Date
Chief of RMU Police/Other Administ	trator notified	
(If other administrator, who?)		
SECTION 2. To be completed by Chief	f of RMU Police/Other Admir	nistrator:
Chief of RMU Police/other administr	rator performs assessment of sit	tuation.
Performed by:		
Chief of RMU Police/other administr	rator notifies Office of General	
Counsel and if appropriate, Senior Vice F of the area affected to present the situation		signee)
Names of others notified:		
Chief of RMU Police/other administr	rator and Office of General Cou	ınsel
determine severity level of situation and activation is NOT required.	that Incident Response Team	
Determination: Level 1 (If Level 2 emergency or Level 3 emergency requiplease use Emergency Management Checklist in American Services (Inc.)	Level 2 Level 3 Emularing activation of Incident Response Appendix B)	
Chief of RMU Police/other administr	rator notifies Vice President of	Public

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be informed of the event as early as possible so that an official statement can be prepared in a timely manner. Notes: **SECTION 3.** To be completed by the Office of General Counsel or designee Time/ **Date** Office of General Counsel or designee contacts the appropriate internal manager(s), who takes the necessary action(s) as directed. Name(s) of manager(s) Directed actions Upon review of situation, manager reports status of the emergency back to the Office of General Counsel. Name(s) of manager(s) Office of General Counsel notifies Senior Vice President for Business Affairs and Treasurer, other Senior Vice President/VPs (or designees) of status, as appropriate. Sr. Vice President for Business Affairs and Treasurer may update University President. Incident Concluded

Relations, who determines what elements of the Communications Plan should be implemented. If a crime or alleged crime situation occurs, for example, it is likely that the media will be interested. The Public Relations Department must

SECTION 4. To be completed by Police Department

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Time/

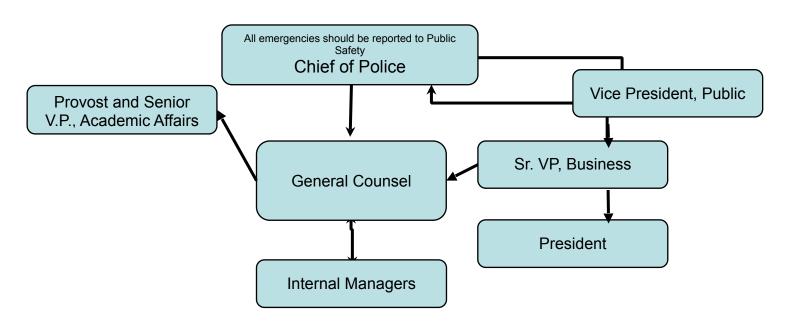
___The Police Department documents the incident with a police report of

the actions taken and any subsequent consequences, copying the Office of General Counsel.

____Members of the Emergency Preparedness subcommittee of the University

Safety Committee will meet within 2-3 days of resolution to evaluate handling of situation and review documentation. Subcommittee will then report to full Safety Committee during the next scheduled meeting regarding effectiveness of preparedness and response measures, noting any areas that might be improved/ changed in the event of future crises.

LEVEL 1 & 2 EMERGENCIES NOT REQUIRING ACTIVATION OF IRT



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