Plans & Procedures Checklist

How do you fully prepare for an emergency?
You have to expect the unexpected.

To respond quickly and effectively to an emergency, detailed plans and procedures have to be proactively created to lay out concrete actions for response and recovery to save lives, minimize damage or loss of property, and maintain business continuity.

The following checklist offers several important elements to consider when evaluating your emergency management preparedness and response plans to help your university improve readiness for a crisis or disaster.

- Conduct a risk assessment to identify potential emergency threats

- Identify key personnel who will be involved in emergency response and their roles

- Identify stakeholders and local / state agencies that will be involved

- Create specific plans, procedures, and protocols for a response and recovery

- Establish an incident command center for coordination of response and communications

- Develop procedures for coordinating emergency response across multiple locations

- Identify a process for evacuation, shelter, sheltering-in-place, or lockdown of facilities

- Identify and compile all forms to be used during different responses, including incident reports and forms for insurance purposes

- Seek input on the preparedness plan from all stakeholders including law enforcement, fire medical/hospital, public health, and emergency management

For more information on how Juvare can help with your emergency management plans and procedures, call 866-200-0165 or go to our website to talk with one of our product specialists.

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Communication Checklist

How do you fully prepare for an emergency?
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Fast and efficient communication is essential during and after a critical incident or disaster. Universities must be able to quickly make contact with everyone who will be impacted or will be part of the response. An effective communication platform allows real-time connectivity to share data within your university and with faculty and staff.

During the planning process, identify everyone who will be part of the crisis communications team and the platform they will use to disseminate and share information. Use a communications platform that enables communication before, during, and after the incident, among all internal and external stakeholders. Also, consider how you want to communicate about the incident to traditional news media or on social media during or after the event. Proactive communications with accurate and timely information can help lessen any negative effects to your brand.

The following checklist can help you evaluate your emergency management communications plan and capabilities, and pinpoint areas for improvement so that you can better connect with emergency teams and stakeholders before, during, and after a crisis.

Develop communication mechanisms or a platform that can be used for:
+ Centralizing information
+ Sending notifications to stakeholders and key incident response personnel
+ Maintaining communications with and disseminating information to faculty and students

Create and keep up-to-date contact lists for communication during and after an emergency
+ Lists should include faculty, students, suppliers, and local outside agencies
+ Keep information in a secure, centralized system or location
+ Lists can be broken into groups by departments, location, etc.

After the incident, be prepared to promptly communicate with students, faculty, staff or anyone within your university who may have been affected

For more information on how Juvare can help with your emergency management communications, call 866-200-0165 or go to our website to talk with one of our product specialists.

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Emergency Response Checklist

How do you fully prepare for an emergency?
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Response activities happen immediately before, during, and after an emergency occurs. Thorough planning leads to a more effective response, which can lessen the negative effects of an emergency. But there are often unexpected situations which require you to adapt and modify your plan on the fly.

The following checklist can help you evaluate your current emergency management technology to ensure you're fully prepared for the unexpected.

- A centralized, single source of tracking information during and after the incident

- A common operating picture, allowing real time information to see things as they are occurring, and where they are occurring, at any time, across multiple locations

- Dashboards to summarize key performance indicators, see critical information and other strategic data at a glance

- Access to information on any device, including mobile or desktop, from any location

- Ability for many people to work in the platform at the same time

- Access to a system for managing tasks, assignments, forms, and reports

- Real time communication allowing efficient communications within the platform

- Ability to create and send notifications to those impacted by an emergency

- Ability to communicate with students, faculty, and staff, as well as fire or law enforcement first responders, and emergency management agencies

- Ability to connect and share information with similar systems in your region, state, industry, etc., and share data with other critical applications during response

- Ability to adapt the system during the emergency if necessary, to meet the unique challenges posed by the given incident

For more information on how Juvare can help with your emergency management response, call 866-200-0165 or go to our website to talk with one of our product specialists.

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Critical Incident Training Checklist

How do you fully prepare for an emergency?
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Another important element of preparedness planning is making sure all faculty and your emergency response team are trained and ready for their role in any incident, emergency, or disaster. Regular training throughout the year helps ensure everyone is on the same page and familiar with the actions they need to take incident or emergency. Universities run exercises two to four times per year, which help test and validate plans and procedures, and clarify roles and responsibilities.

Universities using emergency management technology should strive to use the platform on a daily basis or as often as possible, for tracking regular day-to-day operations, incidents, reports, and communications. Using emergency management solutions more frequently often allows universities to prevent smaller incidents from becoming larger ones, largely because they have users who are more familiar with the system so they are better prepared for an emergency response.

The following checklist can help you evaluate your existing emergency management training activities, pinpoint areas for improvement, and give you ideas for how to enhance training processes.

Regularly review state and local emergency plans and procedures, and make sure all members of your emergency response team are aware of them

Conduct drills and exercises to practice and assess critical event response

Include emergency training and certifications for those who need them in their role on the critical event response team
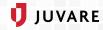
Review regulations to determine requirements for training and exercises

Make sure each individual is familiar with their roles and how to perform them

Find use cases for day-to-day use for those trained on an incident management system so that they're familiar with how to use the solution in a variety of situations

For more information on how Juvare can help with your critical incident training, call 866-200-0165 or go to our website to talk with one of our product specialists.

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After-Action Evaluation Checklist

How do you fully prepare for an emergency?
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After any emergency, the goal is to return to normal as soon as possible. The priority during recovery is ensuring safety, providing essential needs, and restoring basic services. Recovery processes also include repairing infrastructure and any other damages.

The aftermath of a crisis is also an opportunity to assess actions that could lessen or mitigate the effects of future disasters.

After a disaster or critical incident, universities should evaluate how quickly and effectively they were able to return to regular operations, and how that process could be improved or expedited. Review all processes and make any changes that could eliminate risks or threats, prevent a future crisis, or reduce damage if a crisis is unavoidable.

The following checklist can help you better evaluate your emergency management capabilities in the aftermath of an emergency or crisis, and improve your university's ability to be more prepared for the next critical incident.

Learn from your successes and identify areas for improvement

Review after-action reporting and evaluate the process or mechanism for capturing emergency data

Develop a plan of action for changing any processes that will make future responses more effective

Assess process for reviewing, maintaining, and completing reports, insurance filings, maintenance information, etc.

For more information on how Juvare can help your emergency management evaluations, call 866-200-0165 or go to our website to talk with one of our product specialists.

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