

Implementation Plan for updating the Emergency Response Plan (February 17, 2015)

The Implementation Plan consists of the following Four phases:

Phase 1: Identification of Emergency Personnel assignments in buildings.

Phase 2: Training - Provide training for building emergency personnel.

Phase 3: Drill – Conduct drills at “selected” building locations.

Phase 4: Resource Assessment – determine emergency supply needs.

Current Status

Phase	Task	Method/Plan	Target Date	Completion Date
PHASE I	Continue to update & identify Emergency Evacuation Personnel.	Contact Building Managers and request update to personnel lists.	3/10/15	ongoing
	Meet with ICS Executive Team to identify personnel to ICS positions.	Schedule a meeting to discuss upcoming events and personnel needs	3/3/15	
	Identify personnel to function as Train-the-Trainers for evacuation chair training.	Contact Public Safety, Fire Technology, the Health Center, DSPS and other personnel to schedule Train-the-trainer course.	3/10/15	
	Train-the-Trainer	A training will be conducted by a representative from the Garventa Company (11 personnel have been confirmed to participate).	3/3/15	
PHASE II	Select Training Dates for the ICS Executive Team	The ICS Executive Team will be provided with position descriptions and ICS forms which may be used in the table top drill.	3/3/15	
PHASE III	ICS Drill	The ICS will be activated. The Executive ICS Team will report to the Incident Command Center. Various tasks will be assigned to respond to potential emergency scenarios.	3/17/15	
PHASE IV	Resource Assessment	The Health Center has obtained three storage sheds to strategically place medical supplies on campus.	9/1/14	ongoing
	ICS Executive Team	As part of the ICS Table Top, the ICS Executive team will gather information to identify current inventories and conduct a needs assessment.	3/17/15	