

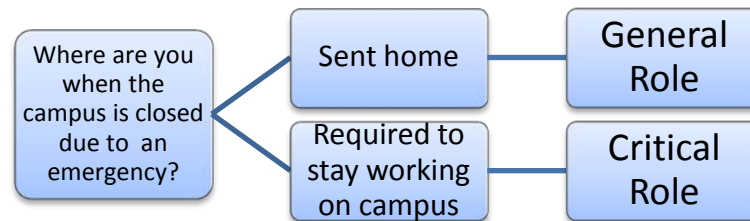
Emergency Preparedness Checklist

UCF Departments / Offices

The UCF Office of Emergency Management (OEM) develops and maintains emergency plans and programs for UCF. It is recommended that departments adopt the following plans, as well as participate in the programs listed.

The checklist, located on the following page, identifies existing emergency plans and programs, and should be used to guide emergency planning for your department.

Training in Emergency Management is also available through the Federal Emergency Management Agency (FEMA) and may be required for individuals based on their role at the University during an emergency. Use the following chart to determine what your role is:



If you would like additional information or would like to begin the planning process, please contact:

Department of Security and Emergency Management
Office of Emergency Management
Emergency Plans and Programs Coordinator
(407) 823-0678



PLANS			
	Item	Note	Location for Reference
<input type="checkbox"/>	UCF Lockdown/Shelter-in-Place Plan	Lock Down/Shelter-in-Place for your department during an emergency	OEM – (407) 823-0678
<input type="checkbox"/>	UCF Continuity of Operations Plan	Planning for an alternate location to conduct your critical operations	
<input type="checkbox"/>	UCF Bomb Threat Plan	How to respond to bombs, explosions and suspicious devices	www.emergency.ucf.edu/plans.html
<input type="checkbox"/>	UCF Campus Violence Prevention Plan	Prevent violence and learn about the available programs	
<input type="checkbox"/>	UCF Comprehensive Emergency Management Plan	UCF's Comprehensive Emergency Plan	
<input type="checkbox"/>	UCF Severe Weather Plan	Severe Weather preparedness and protocols	
<input type="checkbox"/>	UCF Fire Plan	Fire preparedness and protocols	

PROGRAMS			
	Item	Note	Contact - Number
<input type="checkbox"/>	Office & Administrative Severe Weather Checklist	Securing your workplace during a severe weather event	www.emergency.ucf.edu/hurricanes.html
<input type="checkbox"/>	UCF Alert / Shots Fired Presentation	Informational session regarding the UCF Alert system and what to do in an Active-Shooter situation	OEM – (407) 823-0678
<input type="checkbox"/>	Building Evacuations (All Hazards)	Training and planning designed to establishing an evacuation team and process for your building or department	EH&S – (407) 823-0073



TRAINING				
	Role	Item	Note	Location for Reference
<input type="checkbox"/>	All	Fire Safety & Extinguisher Training	Fire safety procedures and fire extinguisher operations	EH&S – (407) 823-0073
<input type="checkbox"/>	General	IS – 100.HE Intro to ICS for Higher Education	The organizational structure used for managing incidents, specific to institutions of higher education	www.emergency.ucf.edu/training.html
<input type="checkbox"/>		IS – 700.a NIMS An Introduction	The national standards for managing incidents	
<input type="checkbox"/>	Critical	IS – 100.HE Intro to ICS for Higher Education	The organizational structure used for managing incidents, specific to institutions of higher education	www.emergency.ucf.edu/training.html
<input type="checkbox"/>		IS – 200.b ICS For Single Resources	The organizational structure used for managing incidents, Advanced	
<input type="checkbox"/>		IS – 700.a NIMS An Introduction	The national standards for managing incidents	
<input type="checkbox"/>		IS – 800.b NRF An Introduction	The concepts and principles of the National Response Framework	
<input type="checkbox"/>	Department COOP Coordinator	IS – 546.a COOP Awareness Course	Basic knowledge on Continuity of Operations	www.emergency.ucf.edu/training.html
<input type="checkbox"/>		IS – 547 Intro to COOP	The Continuity of Operations planning cycle	
<input type="checkbox"/>		IS – 548 COOP Program Manager	Developing Continuity of Operations Plans	

General Role – Personnel who are sent home when the campus is closed during emergencies

Critical Role – Personnel who are required to stay working on campus during emergencies

Department COOP Coordinator – Personnel assigned with Continuity of Operations within their departments