



# EMERGENCY PREPAREDNESS

## Checklist for Departments

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- Encourage staff to enter cell phone numbers into UMass Boston Alert System by visiting [getrave.com/login/umb](http://getrave.com/login/umb). Also consider other types of emergency alerts issued by the National Weather Service and others. See list of options at [umb.edu/preparedness](http://umb.edu/preparedness).
  - Encourage personal preparedness planning for department members. See [Ready.gov](http://Ready.gov) and [RedCross.org](http://RedCross.org) for ideas.
  - Bookmark or keep on file copies of emergency-related policies, including:
    - UMass Boston Alert System Policy
    - Campus Closure Policy
    - Business Continuity Planning Policy
  - Become familiar with Building and Plaza Evacuation plans, as well as the Campus-Wide Evacuation Plan and Evacuation Policy. Find links to all at [umb.edu/preparedness](http://umb.edu/preparedness).
  - Maintain a list of important emergency contact numbers both physically and electronically in multiple secure locations.
  - Maintain current department phone lists physically and electronically in multiple secure locations.
  - Consider how to continue critical department functions remotely if possible.
  - Develop a strategy for communicating regarding cancellations, schedule alterations, alternative work methods and/or locations.
  - Keep copies of critical documents in a secure location. Request assistance from Information Technology Services Division (ITSD) regarding secure electronic file storage.
  - Consider purchasing battery cellphone chargers and extra charge wires.
  - Encourage all faculty and instructors to have a plan for
    - how they will contact students if class meetings are cancelled.
    - how emergency alerts will be received if cell phones are silenced during class.
  - Discuss emergency preparedness at staff meetings periodically.
  - Contact the Office of Emergency Management and Business Continuity for assistance developing a continuity plan or brief preparedness presentation for your department.
  - Attend safety-related trainings as they are offered. Follow [@UMB\\_Safety](https://twitter.com/UMB_Safety) on Twitter. Check [umb.edu/training](http://umb.edu/training) for upcoming training sessions.
  - Include a review of this checklist with new employees as they join the department.