

BE PREPARED: EMERGENCY & CRISIS PLANNING FOR ADVISORS

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Health Emergency Checklist

- First Aid kit
 - Where is it stored?
 - Who inventories and restocks?
- CPR
 - Who on staff is certified?
- AED (automated external defibrillator)
 - Is there one in the building?
 - Who is trained on how to use it?
- Schedule group training for First Aid/CPR
- When calling 911 from campus phone number, is exact location known to dispatcher?
- What details would you provide to emergency response personnel about physical location?

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Weather Emergency Checklist

- Locate tornado shelter location within building.
- The tornado siren tests [weekly/monthly] on [day] at [time].
- Our campus is located in [name of county]. (Weather alerts are most often issued by county, not city.)
- In case of power outage, _____.
- Review protocol in case of winter snow/ice emergency.
- (If relevant) Review hurricane protocols.

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Disruptive/Disturbed Individual Safety Checklist

- Review office set-ups: Do desks obstruct path to door?
- Do advisors typically keep door open or closed during appointments?
- Is there a panic button located within individual offices or within suite of offices?
- Is there a known "code word"/safety word to let others in the office know you need assistance?
- Complete self-defense training as staff
- Staff training on psychological first-aid/suicide prevention
- Review staffing protocols: Are there always at least 2 people in the office?

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Campus Emergency Checklist

- The fire extinguisher/fire alarm pull is located: _____.
- In case of fire, our staff meeting location is _____.
- Locate all emergency exit locations within the building.
- Review lockdown procedure: how do doors lock, where are hiding places removed from sight.
- If students are in office suite during lockdown, is there enough space?
 - If students are in hallway at start of lockdown, what is process?
- Complete or participate in active shooter training.

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General Planning Considerations

- Consider how those with mobility impairments, vision loss, or hearing loss would navigate building in an emergency
- Gather a cell phone number list for all unit employees to call or text in case of emergency requiring quick updates
- Evaluate what trainings are already available on your campus or through community resources.
- Where will written documents of emergency situation procedures be stored? How often will they be reviewed and/or updated?
- When on-boarding new staff, how are the emergency and crisis response procedures communicated and trained?
- What campus partners can be invited to continue on-going discussion of emergency and crisis response?

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References & Resources

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