

EMERGENCY PREPAREDNESS

Checklist for offices and departments



- Encourage staff to make sure their current mobile phone information has been entered into the SUNY Cortland Alert System. This is typically the fastest, most efficient way to learn of a campus closure or emergency.
 - Visit cortland.edu/emergency and select the “Additional Resources” tab for more information.
- Encourage staff to sign up to receive other alerts for severe weather, traffic disruptions or local emergencies from other sources such as Hyper-Reach and NY-Alert.
 - Visit cortland.edu/emergency and select the “Emergency Notifications” tab for more information.
- For academic and business continuity, encourage staff to consider options available to continue critical office/department functions remotely if possible and protect against critical data loss.
 - Contact Information Resources for available tools and resources.
- Become familiar with the Campus Emergency Preparedness Guide and encourage your staff to do the same. The guide can be found by visiting cortland.edu/emergency and will provide action guidelines for various topics such as:
 - Active Shooters
 - Evacuations and Sheltering
 - Fires/explosions
 - Bomb Threats
 - Personal Preparedness
 - Emergency notifications
 - Weather Emergencies
 - Hazardous Materials
 - Utility failures
- Encourage staff to note their room number, the location of landline telephones within the office, AED cabinets, emergency exits, areas of refuge. Stress the importance of safety and exiting the building during fire alarms.
 - Visit cortland.edu/emergency for more information.
- Discuss emergency preparedness at staff meetings periodically. Discuss how you and your staff might respond if an emergency were to take place. What would you do? How would you react? Where would you go? Planning ahead of time is better than planning in the moment.
- Consider the unique needs of your office or department. Do you have any staff members who may require assistance evacuating the area during an emergency? If so, do you have a plan in place to assist them?
- Familiarize yourself with the resources offered by the university including the Employee Assistance Program, Counseling Center, Care and Support Team, Institutional Equity and Inclusion Office, Title IX Office, Multicultural Life and Diversity Office, Student Conduct Office, and Student Health Service
 - See the Offices and Departments A-Z list at cortland.edu/offices.
- Encourage staff to develop a personal preparedness plan for themselves and household.
 - Visit cortland.edu/emergency for more information.
- If you or your staff work with chemicals, consult the university’s Chemical Hygiene Plan.
 - Go to cortland.edu/ehs - navigate to Programs, Policies and Procedures and select the document.
- Include a review of this checklist with new employees as they join the office or department.