



Preparing for Emergencies and Disruptive Incidents

- *Designated and Essential Employees*
- *Academic and Administrative Management*





FOR DESIGNATED AND ESSENTIAL EMPLOYEES

Emergencies can occur anywhere at any time. HU plans for all-hazards and relies on designated and essential employees to perform specific critical and essential functions during a University closure or emergency. In order to fulfill those responsibilities, individuals should prepare themselves by making an emergency plan, building a kit with essential personal items and knowing how to stay informed during incidents. Individual preparedness is the foundation in helping to protect you and your loved ones. In addition, when employees are personally prepared, the HU community can continue to promote a safe and resilient campus for all students, faculty and staff.

➤ **Remember to**

Be familiar with your child's school's emergency plans and register to receive community emergency alerts at www.CapitalRegionUpdates.gov.

➤ **Regularly practice and update**

Plans, and check and replenish supplies at least once a year.

➤ **Did you know**

All-Hazards range from natural hazards (severe weather) to man-made incidents and special events.

For additional information,

Contact your HR Client Partner and visit:

www.howard.edu/publicsafety

www.ready.gov

www.redcross.org

BEFORE AN EMERGENCY

1. Home and Family

Prepare your home and those who depend on you by creating evacuation/get away, shelter-in-place and communication plans. Include special considerations for elder, child and pet care. Assemble kits with emergency items for home, automobile and other important locations. Kits should sustain you for at least three days and include the following items:

- | | |
|---|--|
| <input type="checkbox"/> Water (one gallon per, person per day) | <input type="checkbox"/> Clothes and comfortable shoes |
| <input type="checkbox"/> Non-perishable food | <input type="checkbox"/> Important documents |
| <input type="checkbox"/> Flashlight and extra batteries | <input type="checkbox"/> Filter mask or cotton t-shirt |
| <input type="checkbox"/> First-aid kit | <input type="checkbox"/> Portable mobile device charger |
| <input type="checkbox"/> Radio and extra batteries | <input type="checkbox"/> Plastic sheeting and duct tape |
| <input type="checkbox"/> Medication and items for unique needs | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> Cash and some change | <input type="checkbox"/> Moist towelettes, garbage bags and plastic ties |

2. Workplace

Talk to your supervisor on a regular basis about your responsibilities during a university closure or emergency. This includes clarifying expectations, reviewing emergency plans and notification procedures. Routinely update your HU Alert information and have alternate means of transportation to and from work. Assemble a workplace preparedness kit that includes the following items:

- Change of clothes and shoes
- Cash and some change
- Medications and items for unique needs
- Mobile device charger
- Personal hygiene items
- Important phone numbers

Keeping these items at work will help keep you comfortable if you are required to remain at work for a few hours or overnight. If required to stay overnight, bring other items such as a pillow, toiletries, etc.

DURING AN EMERGENCY

- Take appropriate protective measures
- Check in with your supervisor for guidance and direction
- Perform tasks assigned by supervisor in a safe manner using proper workplace protections
- Report hazardous/unsafe conditions to your supervisor
- Monitor www.howard.edu/publicsafety, or call the HU Information Line at (202) 806-1100
- Important phone numbers

AFTER AN EMERGENCY

- Check in with your supervisor for further instruction
- Refresh and replenish home and workplace preparedness kits
- Seek services offered by the Employee Assistance Program, as needed

FOR ACADEMIC AND ADMINISTRATIVE MANAGEMENT

Divisions, departments and offices support university emergency response efforts by remaining operations and providing support as requested by university leadership.

Managers across the university should prepare their units for emergencies and operational disruptions from all-hazards as incidents can occur at any time and without notice.

Preparedness activities are important at all levels of the university because they have the potential to save lives, reduce property damage, protect the environment and enhance the university's ability to effectively respond to and recover from disruptive incidents.

The primary website used for communicating emergency preparedness and incident related information to the HU community is www.howard.edu/publicsafety.

In an emergency, contact any of our officers on patrol or call (202) 806-1100 for assistance.

For additional information, Contact your HR Client Partner or the Howard University Department of Public Safety at (202) 806-1100 and visit www.howard.edu/publicsafety

BEFORE AN EMERGENCY

- Read and become familiar with the University Emergency Operations Plan (EOP) and Emergency Response Handbook, located at www.howard.edu/publicsafety
- Know how your unit will respond to emergencies, continue to perform critical and essential functions and support university response efforts.

1. Planning

- Implement an emergency plan that supports the EOP and includes evacuation, shelter in place, continuity of operations and emergency communications considerations for your department.
- Ensure faculty and staff understand their role during a university closure or emergency, and that they have prepared a workplace emergency kit.
- Plan to accommodate employees who may be required to stay overnight with housing and food.
- Procure and maintain necessary emergency supplies, equipment and other items.
- Provide appropriate technology to faculty and staff who may need to work remotely.
- Maintain a list of pre-identified, pre-approved and pre-contracted service providers and suppliers.
- Regularly back-up critical data and important documents.
- Routinely discuss, test and exercise planning efforts.
- Coordinate preparedness activities with other academic and administrative units as needed.

2. Communications

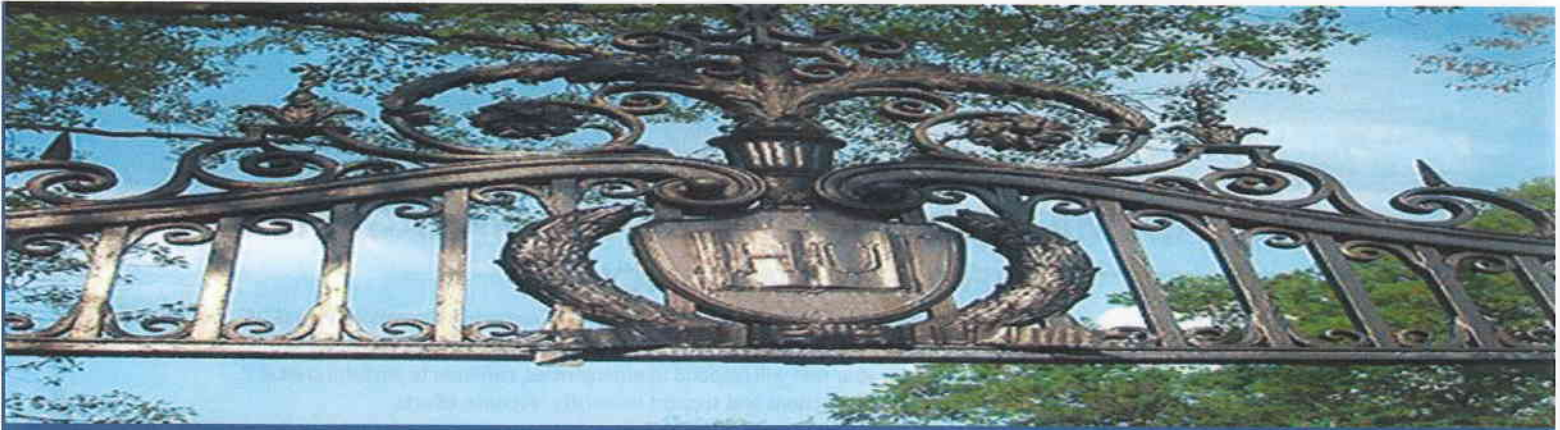
- Maintain a current list of faculty and staff contact information.
- Regularly review emergency preparedness information with faculty and staff—train them on emergency plans and notification procedures.
- Identify designated and essential employees (employees that perform specific critical and essential functions during a university closure or emergency); and inform them of this responsibility on an annual basis.
- Clarify expectations and review emergency and communication plans with employees.
- Empower employees with the skills, knowledge and training to respond appropriately during emergencies.

DURING AN EMERGENCY

- Activate emergency and continuity of operations plans, as needed.
- Notify employee of the emergency.
- Communicate and coordinate response efforts with your supervisor, those you supervise, the university's Incident Management Teams and other stakeholders.
- Keep detailed records of all damage, employee time, payroll information, resources used, expenditures, procurement activities, contracts, actions taken and other relevant information.
- Monitor/Call HU Information Line at (202) 806-1100.

AFTER AN EMERGENCY

- Work to restore normal operations.
- If your unit supported the university's response efforts, follow-up with your supervisor and the Office of Emergency Management.
- Meet with employees to debrief, address areas for improvement and answer any questions regarding the incident.
- Retain all incident related documentation.
- Coordinate employee needs with your HR Client Partner.



MAKE A PLAN. BUILD A KIT. STAY INFORMED.
howard.edu/publicsafety



WASHINGTON, DC