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When developing your departmental specific emergency response plan; please consider the following:

1. Locations of exits, fire extinguishers, AED's, eyewash and safety showers, list of other ASLs in the area and a list of mobility impaired individuals. (Larger laboratories should consider an exit map posted in the department response plan as well as at exits.)
2. Who to contact in the event of a fire, medical emergency or inclement weather.
  - a. Examples: Building management, Department Head or other essential department employees.
3. Call down lists are essential, compile a list of all employee contact information including home, cell and pager numbers.
  - a. One key individual calls 4-5 people. Each individual contacted is then responsible for contacting 4 or 5 other individuals. Employees should take this list home and use it during inclement weather or other emergencies.
4. Develop meeting areas:
  - a. Develop meeting areas for your department before a building evacuation happens. An internal building meeting area should also be considered for other situations.
  - b. Communicate these locations with people in your department.
  - c. In the event the building is evacuated for a fire or bomb threat; be sure your meeting area is a safe distance (at least 75 feet) from the building and away from the street so as to let emergency responders clear access to the building.
5. Property Insurance
  - a. All UT owned equipment, furniture and fixtures are insured under the UT property insurance but the deductible is \$250,000
  - b. All departments should consider purchasing equipment insurance for their most valuable items as this will essentially lower the deductible to \$1,000
6. Visitors and Conferences
  - a. Communicating to visitors the locations of exits and meeting points is critical. Visitors may not be familiar with the building and this will hinder their evacuation time.
  - b. With this in mind, accountability for visitors is also critical. An individual should be designated to check in visitors and make sure they are present at the meeting area if the building is evacuated.
7. Down time and quick recovery plan
  - a. Think of what employees can do in the event of a university, building or even floor closure to minimize down time. Can files be saved on networks accessible from other buildings or locations? Can laptops with WI-FI be used?
8. Severe weather and storm preparations
  - a. Departments should think of necessary supplies needed to keep information, equipment and research protected from harm. Remember that facilities will be preparing the building and will not have time to help individual departments. It is the department's responsibility to protect offices and labs near windows.

- b. Move equipment off the floor and move supplies away from windows and covering with plastic or tarps. Windows should also be covered with plastic to help minimize water intrusion. All doors should be closed to minimize damage
- c. Departments should think about separation and duplication of critical information, research and samples.
- d. Prepare equipment for shutdown, consult owner's manuals.
- e. Other considerations should include:
  - 1. Animals, radioactive materials and biological agents
  - 2. PPE
  - 3. Batteries for equipment
  - 4. List of vendor contact information for specific emergency supplies.

**Vendors that deliver dry ice:**

Airgas Dry Ice 713-676-1156	Ready Ice 713-691-2773
Ice Express 713-941-7733	Continental Carbonic Products 713-847-8588

**Plastic covers and tarp retailers:**

Home Depot.com 11500 Chimney Rock Houston, TX 77035 (713)723-1400	Lowe's.com 4645 BEECHNUT STREET HOUSTON, TX 77096 713-661-6119
5445 West Loop Houston, TX 77081 (713)662-3950	1000 GULFGATE CENTER MALL HOUSTON, TX 77087 713-645-5550
6810 Gulf Freeway Houston, TX 77087 (713)649-1108	6810 Gulf Freeway Houston, TX 77087 (713)649-1108