



# President's Checklist



<b>Activity:</b> Highest level of authority during emergency/disaster. Authorize protective/precautionary actions as warranted by situation. Establish policies for emergency response as required.	<b>Date / Time Person Completing Checklist Reported to meeting location:</b>
<b>Primary Position Responsible for this Function:</b> President [or designee if not available]	<b>Name of Person Completing Checklist:</b>

Action Guideline:	Action Taken:
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Report to the Office of the President. If the administrative office is deemed unsafe, report to Student Housing, Phase II, conference room.	
Assess situation: obtain information through the Emergency Operations Executive [VP Admin/CFO], the Emergency Operations Center Director, and/or the senior University Police Officer on duty.	
Declare a campus emergency if situation warrants.	
Consult with Chancellor, if feasible.	
Activate Emergency Response Plan on request/ recommendation of Emerg. Op. Management personnel.	
Authorize protective or precautionary actions as appropriate. Consider: Evacuation, Shelter, & Campus Closure.	
Issue any necessary public statements through the Public Information Officer.	
If campus closure is directed, ensure that the following are notified: - VP Administration/CFO - VP/ Provost Academic Affairs - VP Student Affairs - VP Information Technology Services - VP Institutional Advancement - Director, Public Information Officer - Chancellor's Office - Emergency Operations Center Director	
Conduct periodic disaster and strategy plan briefings with Emergency Operations Executive and/or the EOC Director and Section Chiefs arranged through the Planning Coordinator.	

Record specific directions relayed to the Emergency Response Effort [EOC].