



Emergency Operations Executive Checklist

Activity: Ensures that the Emergency Management Staff performs according to established policy and procedures. Directs the recovery process and prioritizes salvage operations. Provides the President with information to make decisions concerning response, recovery and the reopening of the campus.	Date / Time Person Completing Checklist Reported to EOC:
--	---

Primary Position Responsible for this Function: Vice President for Administration and Chief Financial Officer.	Name of Person Completing Checklist:
--	---

Action Guideline:	Action Taken:
Obtain information on situation immediately. Possible sources of information include Public Safety, Facilities Management, radio or television reports, etc.	
Notify campus President of situation. If appropriate, direct Emergency Operations Center Director (Director of Public Safety) to activate emergency plan and campus EOC.	
Ensure all emergency notifications have been made.	
Authorize emergency messages and dissemination of public information to the campus and community.	
Establish priorities, authorize exceptions and direct and coordinate overall response during emergency.	
Determine if evacuation and campus closure is appropriate. If so, implement Campus Closure Procedure.	
Ensure adequate communications with President, Vice Presidents, Chancellor's Office, campus constituencies and off-campus agencies.	

Notes on Conditions Observed:
