

The George Washington University
Office of Public Safety and Emergency Management
Contingency Planning Checklist

The goal of contingency planning is to protect life safety and to identify geographically specific information as it pertains to departments and personnel. Contingency plans are a gateway to continuity of operations plans. This checklist is designed to verify that you have included the most critical items, but could also greatly assist people in the plan development as well. It is critical that a departmental contingency plan include a system for implementing the plan which ensures that those who are protected by the plan are aware of its existence and the direction it provides.

1. ORGANIZATION	YES	NO	COMMENTS
Is the plan organized and easy to understand, implement, and apply (uses headings, logical sequence, plain language)?			
Does the plan identify the specific geographic area (address, floor, suite) it was written to protect?			
Does the plan state who it is designed to protect (department(s), number of persons, personnel names) and is an emergency contact list attached? <i>*For privacy, personal information will be removed before online posting.</i>			
If applicable, does the plan consider the students who use the space?			
Does the plan include, at a minimum, the elements included in this checklist (responsibilities, communication, preparation, response, recovery, and implementation)?			
Does the plan include the date of revision?			
Is the plan consistent with the University's priority of protecting people, property, and vital interests?			
2. RESPONSIBILITIES	YES	NO	COMMENTS
Does the plan identify someone who is responsible for ensuring that those covered by the plan are aware of and understand the plan?			
Does the plan identify someone responsible for creating and maintaining the department's emergency contact list?			
Does the plan identify one person and an alternate who will take the department's emergency contact list upon evacuation, verify attendance at the rendezvous location, and call in the department's status to UPD?			

Does the plan provide guidance to faculty and staff regarding their assumed authority and responsibility to students in an incident? <i>* See Faculty Guidance documents available on GW Campus Advisories under Helpful Hints.</i>			
Does the plan include individual responsibilities to the physically challenged, disabled, or any person with special needs?			
3. COMMUNICATIONS AND RESOURCES	YES	NO	COMMENTS
Does the plan clearly identify emergency communication tools (e.g. voicemail, e-mail, department list-servs)?			
Does the plan identify and encourage people to visit the GW Campus Advisories page often at campusadvisories.gwu.edu ? <i>*Departments may also request to have incident-related information posted by contacting opsem@gwu.edu</i>			
Does the plan encourage people to obtain incident related information by calling the GW Information Line?			
Does the plan list the WTOP radio frequency (103.5 FM) as a method of obtaining information?			
Does the plan direct staff and faculty to call UPD first, and 911 if the UPD line is unavailable?			
Does the plan include University emergency phones numbers and other contact information (UPD, Risk Management, OPSEM)?			
Does the plan include notification and reporting procedures for communication of information to family members of missing or injured persons? <i>* See OPSEM Contingency Planning Guide</i>			
4. PREPARATION	YES	NO	COMMENTS
Does the plan encourage personnel to register for Alert DC and utilize GW Alert, available on GW Campus Advisories?			
Does the plan identify the location of available emergency equipment (including fire alarms, fire extinguishers, first aid kits)?			
Does the plan provide information on the location and use of defibrillation units? <i>*For training, contact EMeRG</i>			
Does the plan encourage people to keep emergency supplies (such as water and 72 hours worth of personal medications)?			
Does the plan identify the location of at least two stairwells and/or routes out of the building?			

Does the plan identify the location of an appropriate <u>principal</u> post-evacuation rendezvous site? (<i>i.e.</i> indoors and large enough to accommodate those persons covered by the plan)			
Does the plan identify the location of an appropriate <u>alternate</u> post-evacuation rendezvous site?			
5. RESPONSE	YES	NO	COMMENTS
Does the plan provide shelter-in-place guidance? <i>*Guidance can be found in the University Incident Manual</i>			
Does the plan include detailed guidance for evacuation (notification of need to evacuate, exit routes from building, proceeding to the rendezvous location, what to bring, checking in for attendance)?			
Does the plan specify who has the authority to dismiss or redirect faculty, students, or staff if necessary?			
Does the plan provide guidance on response to specific incidents (<i>e.g.</i> fire, suspicious packages, bomb threat, etc.)?			
If hazardous materials or potentially harmful special equipment are stored in or near offices or classrooms, does the plan state this and provide special guidance? <i>* Additional guidance produced by related departments, such as Risk Management, is accessible from the GW Campus Advisories page (plan guidance tab)</i>			
6. RECOVERY	YES	NO	COMMENTS
Does the plan direct faculty and staff to report their status (<i>i.e.</i> by voicemail, e-mail) following an incident within a given time frame?			
Does the plan inform faculty and staff of how they will find out when it is safe to return to work?			
Does the plan establish procedures for notifying students of when it is safe to return to class or to another designated meeting place?			
Does the plan state who should be notified if classrooms or working areas are inaccessible or unusable?			
Does the plan reference a transition to the department's continuity of operations plan, if developed?			
7. IMPLEMENTATION	YES	NO	COMMENTS
Is the plan available in summary, wallet card, or reference sheet format?			

Does the plan state a process for dissemination (e.g. discussion of plan at staff meetings, plan sent by departmental listserv, incorporated into new employee orientation)?			
Does the plan incorporate an annual schedule or system for review and updating (i.e. March or beginning of fall semester)?			

ADDITIONAL NOTES: