**Sample Agenda for a Departmental Safety Briefing**

**Recommended time: 1.5 hours**

**I. Welcome**

**II. Review of any incidents from previous semester/academic year**

**III. Emergency.appstate.edu overview** *(requires a projector and computer with Internet access. Use this as a guide as you discuss part IV, University Safety Initiatives)*

**IV. University Safety Initiatives**

 **A. Appstate-ALERT Text and Voice Notifications**

 **B. Outdoor Warning Siren System**

 **C. Emergency Operations Plan**

 **D. Evacuation, shelter-in-place, seek safe shelter, lockdown**

 **E. Campus conditions**

**V. Building Emergencies**

 **A. Reporting emergencies**

 **B. Life safety systems (fire alarm, evacuation routes, etc.)**

 **C. Building Plan**

 **D. Evacuation Assembly Area**

 **E. Accountability after an evacuation**

**VI. Departmental Planning**

 **A. Who does what?**

 **B. Continuity – every position should have a back-up**

 **B. Backing up critical data**

 **C. Returning to normal operations**

**VII. Questions**

**VIII. Dismiss**

***Contact the Office of Emergency Plans and Operations (x8081 or*** ***emergency@appstate.edu******) for assistance with your briefing or meeting.***