

# Emergency Response Checklist

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## *Laboratories and Research Facilities*

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## INTRODUCTION

This guide has been written to help you respond to a disaster or emergency that interrupts your business operations and delays or prevents you from continuing your normal day-to-day operations. The guide will walk you through steps to take as you assess the damage and determine a plan of action. Some of the information in this guide may not be applicable, depending on the situation. For additional help, please contact the Office of Emergency Management and Continuity Planning (OEMCP).

## IMMEDIATE ACTIONS

Taking Immediate Action	
<b>After an incident has occurred, complete the following actions immediately.</b>	
<input type="checkbox"/>	<b>Take safety precautions</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Always consider your personal safety and the safety of others first.</li> <li><input type="checkbox"/> Do not enter a building or workspace if there has been significant damage.</li> <li><input type="checkbox"/> Do not walk in flooded areas, especially if there are electrical cords or power strips on the floor.</li> <li><input type="checkbox"/> If you see or smell smoke, or smell gas, evacuate the area and call 911.</li> </ul>
<input type="checkbox"/>	<b>Stop further damage and protect your equipment if safe to do so</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact the Facilities Management immediately at 972-883-2177.</li> <li><input type="checkbox"/> Secure confidential information.</li> </ul>
<input type="checkbox"/>	<b>Take necessary precautions for water damage (flooding, burst pipe, fire sprinkler activation):</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cover computers, printers, etc. with plastic sheeting or garbage bags.</li> <li><input type="checkbox"/> Move sensitive equipment if possible.</li> <li><input type="checkbox"/> Collect vital documents such as research notebooks, etc.</li> </ul>
<input type="checkbox"/>	<b>Notify the following departments:</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facilities Management at 972-883-2177</li> <li><input type="checkbox"/> OEMCP at 972-883-4355</li> <li><input type="checkbox"/> Research at 972-883-4570</li> </ul>
<input type="checkbox"/>	<b>Notify department staff and other building/space occupants of the incident</b>
<input type="checkbox"/>	<b>Secure confidential information/research</b>
<input type="checkbox"/>	<b>Work with facilities management to evaluate the need for a clean-up/restoration crew</b>



## ASSESS THE DAMAGE

### Assessing the Damage

- Ask each staff member to complete a quick assessment of their space**
  - Have each staff member fill out the Damage Assessment Checklist.
  - Use your Laboratory Call Tree to contact your staff members and check on their status.
- Determine the extent of the damage**
  - How many offices/workspaces are damaged and how badly?
  - How many staff are impacted and to what extent?
- Determine if any sensitive documents and/or research are at risk**
- Contact department IT support specialist or the OIT Help Desk if computers and other network equipment are damaged**
  - OIT Help Desk-
  - Phone: 972-883-2911
  - Email: [assist@utdallas.edu](mailto:assist@utdallas.edu)

- Task: Complete the Individual Damage Assessment Worksheet.**



## Individual Damage Assessment Worksheet

**Instructions:** Complete one form for each office or workspace that was affected.

<b>Employee Name:</b>	<b>Title:</b>
<b>Address:</b>	<b>Room number:</b>
<b>Date of incident:</b>	<b>Date completing form:</b>

### Incident Summary

Select the type of incident that caused the damage.

- Burst Water Pipe**
  - Fire System
  - Waste
- Heat/AC System
- Other: \_\_\_\_\_
- Fire**
- Flooding**
- Other:** \_\_\_\_\_

### Space Affected

Select the type of space that you are assessing for damage.

- Individual Office**
- Shared Office**  
 Shared with: \_\_\_\_\_
- Cubicle**
- Storage**
- Lab/Research**
- Other:** \_\_\_\_\_

### Overall Damage Assessment

Select an option that best describes the scope of the damage.

- Destroyed**  
 Needs to be completely rebuilt. Space cannot be used.
- Major**  
 Requires professional cleaning/repair. Space cannot be used at this time.
- Minor**  
 Can be quick and easily cleaned/repared. Space can be used after it is cleaned.

**Provide a brief description of the damage:**

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Itemized Damage Assessment				
Item	Destroyed	Major	Minor	Comments/Damage Caused By
Computer				
Monitor				
Printer				
Phone				
Files, documents				
Desk				
Chair				
File cabinet (not files)				
Bookshelf				
Rugs				
Other furniture				

*Note: Add more rows as needed*





## DETERMINE BUSINESS DISRUPTION

### Determining Business Disruptions

Work with Facilities Management to get an estimate of how long your operations will be disrupted. Be sure to ask the following questions:

- How long will clean-up and full restoration take?** *This will be a rough estimate.*

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- Can you remain in the space (or some of the space) during the clean-up?**

- What furniture will need to be moved?**

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If offices/spaces need to be evacuated and operations relocated, establish restoration priorities:

- Determine essential and nonessential functions. What must continue and what might be postponed?**

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- Can anyone work from home? For how long?**

- What offices/workspaces should be repaired first?**

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## DETERMINE PLAN OF ACTION

### Determining Your Plan of Action

If clean-up and restoration will only last for a few days and you can remain in the space:

- Prioritize usable workspace for essential functions
- Adjust workspace to accommodate cleaning and restoration
- Assign staff to temporarily work from home or other space if possible

If clean-up and restoration is extensive and you cannot remain in the space:

- Activate your Continuity Plan (if one has been created)
- Complete the Staff Relocation Worksheet (Attachment 3)

**Task: Complete the Staff Relocation Worksheet.**





## RELOCATION CHECKLIST

### Relocating Your Staff

**Determine who is moving and how much total space you need.**

- Who can work from home?

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- Who needs to be relocated?

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- How many workstations will you need?

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- How many individual private offices will you need?

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**Determine where you can move to.**

- Do you have other office/space immediately available?

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- Is there space in the same building?

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- Contact your lead administrator or business operations for help locating temporary space.



### Relocating Your Staff (cont.)

**Determine support needs for your temporary location.**

- Furniture/equipment. Can any be moved from current location?

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- IT/Telecom equipment needs (computer, printers, desk phones, etc.)?

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- Specialized equipment needs (lab equipment, etc.)?

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- Do you have access to essential documents/files?

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- Do you need security access to your new location?

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## CONTACT INFORMATION

Recovery Contacts				
Use this worksheet to help keep track of the different people you are working with.				
Department	Services	Dept. Phone #	Contact Name	Contact Phone #
OEMCP	General guidance and support. Assist as necessary with relocation and other needs	972-883-4355	Courtney Spooner Angela Dees Mariah Armitage	W: 972-883-2368 W: 972-883-2831 W: 972-883-2420
Facilities Management	Assist with damage assessment and estimating restoration	972-883-2177		
Facilities – Custodial Lead	Clean-up, water removal, etc. Supplies (trash bags, etc.)	972-883-2177		
Facilities Management-Move & Events	Help with moving furniture and equipment. Boxes and packing supplies	972-883-2177		
Facilities – Project Management	Coordinate restoration and repairs	972-883-2177		
OIT Support Specialist	Move computers and printers. Help replace damaged equipment. Access to network files and backup	972-883-2911	Gabe Cavazos	W: 972-883-4578
Police Department	Security. Access control at new site	972-883-2222		
Risk Management	Assess insurance coverage and claims payments	972-883-2369	Annette Rodgers	W: 972-883-2369
Lead Administrator or Business Operations				

Note: Add more rows as needed



## RELOCATION COMMUNICATION

### Communicating About Your Relocation

If you are relocated, be sure to communicate your new location information.

- Forward desk phones to new phones or cell phones.
- Post signs on all entrance doors with your temporary address.
- Inform others in the building who were not impacted of your new location.
- Inform Receiving to redirect mail and deliveries to your new location.

## FINANCIAL RECOVERY

### Communicating About Your Relocation

Work with Risk Management to determine if insurance will cover any costs.

- Contact Risk Management at 972-883-2369 to begin the claims process.
- Itemize damaged computers, printers, phones, furniture, etc.
- Determine what is destroyed and what can be saved.
- Track all expenses. Keep all receipts.
- Take photographs of the damage.

## NOTES

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