

Additional EPAP Sections Guide

Thank you for taking the time to ensure a more resilient Dartmouth through the completion of an Emergency Preparedness & Action Plan for your department.

The template is designed to assist departments in creating or updating their emergency plans and gives Dartmouth a standardized format when disseminating emergency preparedness communications. It is also easily customizable to ensure it's tailored to your department's unique concerns, priorities & potential emergencies.

Order of Succession

This section is designed to reflect your department's respected chain of command/authority to ensure continuation of leadership within your department when key decision makers are unavailable.

If your department has considered developing an internal chain of command/authority, discuss the matter with key personnel/staff to ensure designated alternatives are appropriate and can make decisions. Use position titles rather than personnel names as turnover may lead to more frequent updates.

Emergency Communications

List any existing emergency communications plans for your department in this section.

When developing or updating your department's emergency communications plans, here's some information to keep in mind:

- The most reliable forms of communication are methods that involve real-time personnel communication including telephone "trees", conference calls, Slack channels, virtual meetings, face-to-face, etc. Create a directory of employee phone numbers and email addresses.
- Other forms of communication may involve some type of delay between responses (such as email or text message) or one-way communication methods that only disseminate or receive information without means to initiate a dialogue.
- Dartmouth uses Voice-over-IP (VoIP) telephones, so an internet outage may result in the inability to use desk handsets.

Testing, Training & Exercises

The unique needs of every department are the primary reason for the lack of standardized information related to training needs.

The following recommendations may help address your department's unique circumstances and concerns:

- The Office of Emergency Management recommends that your department distribute a complete Emergency Preparedness & Action Plan to all employees to review & discuss so everyone can contribute to departmental preparedness.
- Contact the Office of Emergency Management at emergency.manager@dartmouth.edu to request existing training and/or recommend trainings that will address your concerns.

It is also important to practice any existing plans through exercises. These exercises grant you and the Office of Emergency Management the opportunity to train personnel and test/improve those existing plans.

The Office of Emergency Management recommends at least an annual exercise to test all or a portion of your emergency plans.

Exercises can come in several forms such as:

- Short Tabletop Exercises during a meeting
- Fire/Evacuation Functional Drills

Update Procedures & Recommendations

Your department is responsible for keeping the plan accessible throughout the year. Ensure that you update and review the plan annually or when major changes to key staff and/or scope of work occur to ensure that the document remains current & applicable.

Questions

Contact the Office of Emergency Management at emergency.manager@dartmouth.edu if your department has any questions or would like to request guidance in customizing your department's emergency preparedness & action plan template.