

Business Continuity Planning

Site Emergency Management Plan Template

This template will help you to gather necessary information to assemble into a Site Emergency Management (SEM) Plan for your department. The purpose of an SEM plan is to save lives and to guide activities in the first 4 hours of a critical disruptive incident (CDI). The SEM plan documents important information that business unit leadership would need have in order to coordinate resources effectively.

Outline of Steps:

1. Create a Master Contact List
2. Create a Call Tree
3. Create a Location List
4. Create a Basic Response Plan, Determine:
 - a. Where to meet?
 - b. What to do (tasks)?
 - c. Who will do it (team members)?

1. Create a Master Contact List

List all persons that may need to be contacted within the first 4 hours of a CDI.

Department Members (full name, work phone, home phone, cell phone, work email, home address). Example names are below. Replace those with your department's contacts.

1. John Smith
2. Mary Grant

Important Contacts within the University who you would need to reach

1. George Jefferson
2. Abigail Blake

Important Contacts outside of the University, (vendors, agencies, etc.) you would need to reach.

1. Montgomery County Health Department
2. Center for Disease Control

2. Create a Call Tree

Working with your Master Contact List, determine which department members would call whom and in what order of priority.

3. Create a Location List (building name, address)

Choose an alternate location which would serve as a temporary emergency gathering place.

1. Current Primary Location
2. Current Secondary Locations (if applicable)
3. Alternate Emergency Location(s) – List at least one indoor, on-campus location located more than 300 feet from your current location. Provide a second optional indoor location that is off-campus.

4. Create a Basis Response Plan

Of the locations you listed above, which location would serve as a temporary emergency gathering place. Imagine that your department has assembled there. Think about the tasks that are most important for the department's leadership to do right away (see list of possible tasks in the Task Summary section of the sample SEM plan). Think about who will do these tasks and form teams around the tasks to be done. Start a list of tasks and put names of people next to the tasks to do. Don't worry if you don't know for certain about the tasks or the people assigned – you can always change the information later.