

Emergency Response Checklist

Laboratories and Research Facilities



DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY

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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 Department of Environmental Health and Safety, Office of Emergency Management.

IMMEDIATE ACTIONS

Taking Immediate Action

After an incident has occurred, complete the following actions immediately.

Take safety precautions

- Always consider your personal safety and the safety of others first.
- Do not enter a building or workspace if there has been significant damage.
- Do not walk in flooded areas, especially if there are electrical cords or power strips on the floor.
- If you see or smell smoke, or smell gas, evacuate the area and call 911.

Stop further damage and protect your equipment if safe to do so

- Contact the Facilities Management immediately at 972-883-2177.
- Secure confidential information.

Take necessary precautions for water damage (flooding, burst pipe, fire sprinkler activation):

- Cover computers, printers, etc. with plastic sheeting or garbage bags.
- Move sensitive equipment if possible.
- Collect vital documents such as research notebooks, etc.

Notify the following departments:

- Facilities Management at 972-883-2177
- Environmental Health and Safety at 972-883-4111
- Office of Research Compliance at 972-883-4579

Notify department staff and other building/space occupants of the incident

Secure confidential information/research

Work with facilities management to evaluate the need for a clean-up/restoration crew



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

Task: Complete the Individual Damage Assessment Worksheet.



Individual Damage Assessment Worksheet

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

Employee Name:	Title:
Address:	Room number:
Date of incident:	Date completing form:

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:



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.*

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

- What furniture will need to be moved?**

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?**

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

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



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.



Staff Relocation Worksheet

Instructions: List staff and indicate their space and equipment needs. Include only the items they need but don't have as a result of the event.

Staff Member	No Needs / Same Space	Work from Home	New Location	Workstation/Office Needs											
				Private Office	Cubical	Computer	Monitor	Printer	Phone Desk/ Cell	Office Files	Access to Server	Special Equipment	Special Space	Other	
Any Additional office needs?															



RELOCATION CHECKLIST

Relocating Your Staff

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

- Who can work from home?

- Who needs to be relocated?

- How many workstations will you need?

- How many individual private offices will you need?

Determine where you can move to.

- Do you have other office/space immediately available?

- Is there space in the same building?

- 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?

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

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

- Do you have access to essential documents/files?

- Do you need security access to your new location?



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 #
Environmental Health and Safety – Office of Emergency Management	General guidance and support. Assist as necessary with relocation and other needs	972-883-4111	Mariah Armitage	W: 972-883-2420
Environmental Health & Safety – Occupational Safety	Containment and clean-up of hazardous materials. Air quality testing	972-883-4111	David Liner	W: 972-883-6111
			Roshni Kalyanasundaram	W: 972-883-6114
Risk Management – EH&S	Assess insurance coverage and claims payments	972-883-4111	David Liner	W: 972-883-6111
			Annette Rodgers	W: 972-883-2369
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		
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 EH&S – Risk Management to determine if insurance will cover any costs.

- Contact EH&S – Risk Management at 972-883-4111 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
