

DISASTER PROCEDURE CONSIDERATIONS



- Do you write two different sets?
 - One specific for EOP – detailed
 - One general for staff/faculty flipcharts, classroom copy
- Do you break-up “what to do” by person’s job title?
 - Students, Teachers, Front Office Staff, Administration, etc.
- Do you repeat General Response Procedures in each? Or do you simply refer to them?
- Do you separate/organize them out by location or sub-incident? For example:
 - Fire On-Campus, Fire Off-Campus;
 - Stranger on Campus vs. Intruder with weapon
 - If Inside when Earthquake Strikes; If outside when Earthquake Strikes
- Do you use symbols, bold, italics, etc. to draw attention?
- Do you include procedures for individuals with functional and access needs on each situation or have general procedures?