

**EMERGENCY RESPONSE:  
CRAFTING AND IMPLEMENTING A PREPAREDNESS PLAN**

**WEB CONFERENCE**

**WEDNESDAY, DECEMBER 7, 2005 • 1:00 – 3:00 P.M. EST**

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**OVERVIEW**

This year's Gulf storms sharply bring into light the continuing need to review campus policies and practices in preparation for campus emergencies. Good practice in the field suggests that there are many valid approaches and considerations. Indeed, most emergency preparedness plans were developed and then modified from the experiences of others.

The two presenters for the Emergency Response: Crafting and Implementing a Preparedness Plan web conference will offer their unique perspectives on emergency planning based on different institutional contexts. The program will identify key elements of preparation prior to an event, the experiences and lessons learned during an event and the steps needed for recovery after an event. Topics include:

- Developing a comprehensive campus emergency management program
- Creating an emergency management committee and maintaining participation
- Developing a sound emergency operations plan
- Identifying environmental risks and instituting sound land use and building practices to reduce them
- Preparing staff for emergencies and business recovery
- Developing a communications plan including media, parents, college community
- Emergency response execution
  - Managing an evacuation
  - Managing a shelter
- Assessment and plan revision

**WHO SHOULD ATTEND**

Professionals in the emergency preparedness/response division, campus police/security departments, facilities management, risk management, campus operations and student affairs will benefit from the range of issues regarding security and emergency planning. Issues specific to communications and human resources will also be addressed. Athletics and housing departments who deal with large crowds and issues of student safety may also be interested.

**PROGRAM AGENDA**

- Overview of emergency preparedness
- Development of a model at CU Boulder
  - Emergency Management Operations Group (EMOG)
  - Business recovery
  - Town relations
  - CERT
- Development of a model at Rollins College
  - Emergency planning team
    - Identifying team
    - Team meetings
    - Decision making
  - Communications plan
    - Campus notification
    - Parents
    - Media
  - Evacuation
  - Shelter setup and management
  - After the event
    - All clear
    - Communication
    - Decision making
  - Assessment
- Lessons learned
- Take-aways from the models
- Q&A
- Best practices from other campuses



image found in harpers magazine

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**INSTRUCTORS**

**Sylvia Dane**, Emergency Management and Planning Coordinator, **University of Colorado at Boulder**

Sylvia Dane has been the University of Colorado at Boulder's Emergency Management and Planning Coordinator for the past two years. Prior to that, she was editor of the award-winning *Natural Hazards Observer*, published by the Natural Hazards Center at the University of Colorado. *The Observer* is a national forum for current issues in hazards, new research, important legislation, upcoming conferences, and new resources. In this role, she worked on several projects with local, state, and federal agencies and insurance organizations to help reduce the impacts of disasters.

Since 1994, Dane has been a member of the Boulder emergency preparedness council, MACS (Multiple Agency Coordinating System), as well as a member of the University of Colorado Emergency Management Operations Group (EMOG). In her current role as Emergency Management and Planning Coordinator, she is now the chair of EMOG.

**Steven S. Neilson**, Dean of Student Affairs, **Rollins College**

Steve Neilson has been Dean of Student Affairs at Rollins College in Winter Park, Florida since 1988 and employed with the college since 1973. In the fall of 2004, Florida witnessed landfall of four hurricanes, three of which crossed central Florida in or near the Orlando area where Rollins College is located. Steve led a team that developed their emergency preparedness plan. As the dean of student affairs, he participated in the campus response to these three hurricanes. His understanding of the adaptability of any plan to the immediate situation on the ground gives him a perspective on how a campus can be always-ready and at the same time never fully-ready for these type of events.

**LOGGING-ON TO THE WEB CONFERENCE**

After registration, each registrant will receive a confirmation of payment or an invoice, depending on method of payment. Each registrant will also receive an e-mail with appropriate login information and more information regarding the event a few days prior to the start of the event. The day of the conference, you will receive another e-mail with the same information. To log on, you will need a Windows PC and a telephone to receive the audio portion of the event.

**WHAT IS A SINGLE SITE CONNECTION?**

A site connection allows a single connection to the web conferencing software. We encourage you to set up the event in a conference room or classroom from a single computer in order to allow multiple stakeholders from your campus to participate. Remember, as long as only a single computer connects, you can bring as many people as you want to the event. Because there are no travel expenses and only a single registration fee is required, each additional participant lowers the cost per participant significantly. Purchasing a site connection and inviting everyone involved in a particular topic is a great way to provide cost-effective professional development. Please note that audio is received via the phone line and must be broadcast to your group.

If for any reason a relevant stakeholder cannot co-locate for the session, we encourage you to include that person by purchasing an additional connection at the reduced fee of \$195 per session. This will ensure that every member of a team receives the same relevant, timely information in the most efficient way. If for any reason an interested party cannot participate at the designated time, or if someone would like to view the presentation again, an archived copy of the event will be available for 30 days.

If you have any technical or purchasing questions, please contact us at (720) 488.6800.