Plan, Don’t Panic

**Campus Crisis and Disaster Planning for Disability Service Providers**

# Attendee Worksheet

## Before the Campus Disaster/Emergency

Think about your campus and answer the questions below:

1. How does the location of your campus affect the frequency or likelihood of experiencing certain campus disasters or emergencies?

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1. What other unique features or attributes of your university and campus affcet the frequency or likelihood of certain campus disasters or emergencies?

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1. What current policies and procedures are in place at your university to guide response to a campus disaster or emergency?

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1. What staff from our office would need to be responsible for manging our response and involvement in campus preparation for the disaster or emergency? What roles would each of these staff members play?

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1. How do you store student information for your office (i.e., paper files, electronically)? How will you access information, files, and student data in case it is needed during the campus disaster/emergency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you have students living on-campus? How will the campus disaster or emergency affect access to and living conditions for students with housing accommodations? How will you address concerns regarding students with specific housing accommodations that might be affected by a campus disaster or emergency?

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1. What additional campus partners needs to be invited or reached out to based on the identified needs of our students?

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1. What does communication to family members and other constiuencies on campus look like? Who is responsible for that communication and what should they be prepared for?

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1. Is there a Continuity of Operations Plan in place? If not, what temporary decision can be made to determine how the office should proceed with operations should a disaster interrupt and present challenges to normal operation of the office?

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## During the Campus Disaster/Emergency

1. How would we take all precautions and steps, as recommended by university administration, to account for the safety of staff and students?

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## After the Campus Disaster/Emergency

1. How would we account for the presence and safety of all students and staff after the campus disaster or emergency?

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1. What procedures would we need to follow to check-in with students and staff to assess post-event needs?

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1. What would the most pressing needs of students and staff be immediately after the disaster or emergency? What would be less of a priority and could be taken care of at a later time?

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