

# Emergency Preparedness Checklist

This checklist may be used by supervisors and departmental leadership to prepare faculty and staff in the event of an emergency. Review and complete this list now; revisit as needed.

**General Information:** Utilize the information sources below and encourage employees to do the same.

Sign-up for [UTK Alert](#) text messages.

Download [UTK's LiveSafe mobile safety](#) application on your cell phone.

Review University [Emergency Preparedness](#) information and [the UTK COVID-19 Home Page](#).

Visit the [Human Resources](#) website for UTK faculty & staff resources and supports.

Refer to the [Knox County Health Department](#), [TN.gov](#), [CDC](#) guidelines as needed.

Encourage employees to make home preparations – examples include: child care, elderly care, pet care, communication plans, evacuation plans, disaster supply kit, etc.

**Departmental Steps:** Complete these steps for emergency preparedness.

Review departmental continuity and emergency plans. If there is no plan for your office, many of the components of this checklist will assist in drafting a future plan. We recommend using this checklist in lieu of completing a full COOP at this time. For future continuity of operations planning, visit the [UT Knoxville detailed guide](#).

Update internal notification rosters in partnership with the leadership team.

Brief employees of office preparations, leave policy and telework expectations.

Encourage employees to prepare a “go bag” for easy transition to sudden or 100% remote work if needed.

Identify employees who will be expected to perform essential services on campus and stages of return for remaining employees.

Identify technology needs for remote work including laptops, home internet accessibility and familiarity with VPN login. Monitors, desktop printers and office chairs may be “checked out” for temporary remote office use.

Evaluate service hours of operation and update department / unit webpages as needed.

Prepare to cancel or postpone events, meetings, and / or activities as appropriate.

Cancel / reschedule applicable trips for employees. Communicate departmental transition plan activation with employees on travel assignments.

Review critical data back-up plan and perform back-up of all critical application data.

Assess office supply needs and prepare take home kits.

Secure departmental assets, equipment and records; disconnect applicable electrical connections before leaving the office.

Empty out refrigerators and dispose of debris regularly and again before leaving the office.

Regular maintenance will ensure a quick final cleanout.

Request waste pick-up (as needed); contact Facilities One Call at (865) 974-7777.

Supervisors should do a final check of the department / unit and notify their respective Dean, Director or Department Head of their preparedness.

Facilities should be locked and secured.

Follow accepted policies and procedures with respect to health and safety.

Do not engage in work practices that could be considered a danger to health and safety.

Be aware of situations that could be considered a danger to the health and safety of others. Remember that working from home mirrors office workers' compensation liability and standard protocol. If a work injury is life-threatening or results in serious bodily injury, immediately call 911. For nonurgent injuries, the first step is to report the injury to your supervisor and to CorVel's 24/7 call line at 866-245-8588.

Remind employees about available resources and supports such as the Employee Assistance Program (EAP) at 855-437-3486, [here4tn.com](http://here4tn.com), and the 865-946-CARE (2273) hotline for distressed faculty and staff.

### **Additional Financial Considerations:**

Continue process for daily time entry; ensure this can be done remote.

Review delegations of authority and alternate approvers.

Evaluate payroll schedule and upcoming payable or contract deadlines.

Track costs relative to the damages and recovery efforts, including recording time and expenses incurred by employees on disaster efforts.

### **Research / Instructional Laboratories:**

Plan for support of essential research activities.

Notify researchers of potential need to suspend research activities until notified it's safe to resume activities.

Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system.

Shutdown and secure sensitive electronic equipment.

Verify essential equipment connected to emergency power.

Verify emergency generator serviceability for critical buildings and free-standing generators.

Perform back-ups of all critical application data.

Review and prioritize content of refrigerators and freezers; consolidate priority content into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open.

Request waste pick-up (as needed); contact Facilities One Call at (865) 974-7777.

For a detailed checklist for animal/insect/plant safety and hazardous material, visit [\[https://research.utk.edu/wp-content/uploads/sites/48/2020/07/Safety-checklist-for-hibernations-and-shutdowns\\_July-2020-accessible-FINAL.pdf\]](https://research.utk.edu/wp-content/uploads/sites/48/2020/07/Safety-checklist-for-hibernations-and-shutdowns_July-2020-accessible-FINAL.pdf)

Prepare for animal/insect/plant maintenance without utilities (i.e. in the event of a power outage).

Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location (away from windows, off floor); ensure inventory lists of such materials are up to date; contact Environmental Health & Safety (EHS) to submit lists.

Coordinate with EHS to secure chem / bio / rad hazards and fume hoods.