



PREPAREDNESS CONSIDERATIONS FOR BC ADMINISTRATORS, DEPARTMENT HEADS AND SUPERVISORS

Are you ready?

A major storm, power failure, water main break, hazardous material exposure, structural failure or fire could damage buildings on campus, in some cases forcing closure for weeks or months, and will certainly interrupt the activities of those in the affected area. This document is provided to help you consider precautionary steps to protect faculty, students and staff, secure important information and safeguard facilities and equipment.

- Copies of irreplaceable files and documents are kept in a safe location and/or are backed up.
- Computer files are backed up by Information Technology Services.
- Consideration on how to continue day to day and vital work. Are you and your staff familiar with your department's Business Continuity Plan?
- Developed a strategy for communication with others (students, staff, etc) about cancellations, schedule alternations, alternative work methods and/or locations.
- Administration and staff are trained in emergency response and are familiar with the provisions of your Emergency Procedures and Evacuation Plan for your facility. Make sure you practice these plans and procedures.
- Considered the possibility of relocating staff and operations in the event your normal space becomes unusable.
- Maintain a list of important emergency contact phone numbers handy, both in your office and at home.
- Administration and staff are familiar with how you would be notified of an emergency at BC and have provided emergency contact information through the Agora portal (<http://agora.bc.edu>)
- Administration and staff have taken the time to develop and review personal and family emergency preparedness plans to include an Emergency Communications Plan and Disaster Supply Kit.
- More details on preparedness can be found on the Boston College Emergency Website: www.bc.edu/emergency