

PRIORITY STEPS TO BE DONE IN EMERGENCY

Page ____ of ____

Attach:

- Specific Instructions for each of steps to be carried out
- Floor Schematic Depicting Location of Equipment Manuals for Equipment Noted Below

Summary of Sequence of Priority Steps to Take in an Emergency

Type of Emergency: _____ (or see checked box below)

- Loss of Electrical Power
- Impending Electrical Power possibly affected by Natural Disaster
- Other: _____

Prioritized Step #	Emergency Priority Step Tag Placed (check if placed)	Add'l Specifics when to do OR NOT do this task, if any	Step or Task To Be Done	Office Personnel Assigned (specific name or "all")	Alternative Other Campus Personnel Familiar with Equipment or Steps	Non-work hours: Department Employee(s) to call for verbal assistance in Emergency (include phone numbers)

DEPT. EMERGENCY PLAN SECTION: