**EMERGENCY PROTOCOL:** (enter department name)

**DATE:** (enter date)

(1) **Items/Articles of Value** (what and who will secure)

1.

2.

(2) **Action/ Protocol to be followed** (list items by priority)

1.

2.

(3) **Accounting of Personnel** (who reports to who & how)

1.

2.

(4) **Predetermined Gathering Places**

Building Evacuation

Campus Evacuation

(5) **Line of Responsibility**

1.

2.

3.

(6) **Emergency Essential Personnel** (should be noted on job description)

1.

(7) **Phone Tree** (Maintained by who and located where)