

VOLUME 2 - ANNEX B UA CERT, BCDR PLAN MANAGEMENT RESPONSIBILITIES/TASKS

UA CERT Responsibilities/Tasks are to:

Support the incident and the Incident Commander (IC).

Ascertain the scope, facts and impact of the emergency incident.

Ensure representation as appropriate from UA offices that are relevant to the emergency.

Whether to recommend; temporary suspension of classes; campus evacuation or closure.

Determine the need for and establish/recommend on the spot emergency needs policies to assist students and employees in dealing with the incident e.g. emergency personnel policies, financial assistance for students or employees.

Prioritize actions to be taken – in association with the Incident Commander.

Coordinate and deploy internal resources (people, equipment/systems).

Monitors availability of resources throughout campus.

Ensure designation and presence of University spokesperson for media reports; review media releases – in association with the Incident Commander.

Interface with external agencies and the community.

Provide oversight for family notification of casualties – in association with the Incident Commander.

Coordinate and request assistance from external agencies as the situation dictates.

Address legal issues associated with the emergency.

Ensure accurate and extensive records of damage assessments, labor and material expense and emergency decisions made throughout the crisis/disaster.

Keep Executive Policy Group apprised of conditions and respond to their questions.