

EMERGENCY PROCEDURES GUIDE/RESOURCE BOOK (RED BOOK)



**REFERENCE FOR LCC EMERGENCY PLANNING TEAM
And
INCIDENT COMMAND STAFF**

KEY TASKS OF FACILITIES DURING AN EMERGENCY

1. Help determine the type and magnitude of the emergency.
2. Initiate communication with utility companies and other outside agencies.
3. Evaluate damage and determine where essential services and functions will be relocated.
4. Provide for storage of vital records at an alternate site.

KEY TASKS OF INFORMATION TECHNOLOGY OFFICER DURING AN EMERGENCY

1. Provide analysis and assessment of IT impact during emergency
2. Help determine the type and magnitude of the emergency and its impact on the college's ability to communicate via channels such as telephone/cell phone, computer network, Internet/web and email systems.
3. Works with the IT staff members in assessing damage to the college telecommunications infrastructure and services. Evaluate damage and determine:
 - a. What repairs will be required to restore vital services
 - b. Where essential technology services and functions will be relocated, if necessary.
4. Initiate communication with telecommunications utility companies, other service providers and outside agencies regarding service outages and repairs that are required.
5. Provide for transport and storage of vital computer equipment and data backup media at an alternate site, as deemed necessary.
6. Support use of Information systems to alert LCC community members to the nature of the threat/emergency

KEY TASKS OF PRESIDENT DURING AN EMERGENCY

1. Give advice and support to Incident Commander
2. Observe Incident Command briefings
3. Act, in consultation with PIO representative, as spokesperson