Where is your plan?

- If they can’t find it...it won’t work! Your notification plan needs to be kept where it can be easily found. A single sheet inside the front cover of the phone book is effective.
- Every person in your building must be familiar with your notification plan for it to be effective, especially when relying on telephone notification.
- Every building occupant should receive initial training.
- Routine reminders will ensure that the notifications are successful.
- A copy of your notification plan will be sent to EH&S so it can be included in the university’s emergency plans.

Emergency Response Preparedness Coordinator
Environmental Health and Safety
EHSSB, 2809 Daley Drive
Phone: 515-294-5359
Fax: 515-294-9357

Preparing a Notification Plan

Becoming Prepared
- Identifying who needs to be notified
- Developing a strategy for notification
- Publishing the notification plan

Date: November 2003
Who needs to be notified?

As the Weather Coordinator, it is your responsibility to ensure that a notification plan is developed.

In the event of a weather related emergency, the occupants of all buildings you are responsible for must be notified quickly.

This will require that a plan is developed and practiced to ensure that all persons receive the notifications.

Make sure you include:

- Persons in the building.
- Persons working in other departmental buildings without a weather radio.
- Persons working at remote job sites or in the field.
- Persons requiring special notifications (e.g. sight or hearing impaired).
- All classrooms and teaching labs.

How do you notify others?

Because buildings and departmental organization vary widely throughout campus, it is impractical to develop a single notification procedure for everyone.

It is your responsibility to identify the most effective notification process to meet the needs and challenges of your building or department.

Be sure to use several methods to ensure everyone receives the notification.

Notification methods:

- Calling trees
- Intercom or emergency alert system
- Door to door notification
- E-mail
- Network broadcast message
- Do not activate the fire alarm!