

**Sample Agenda to assist managers in facilitating completion of the Dept. Emergency Plan**

**CSU, Chico**

**[Name] Department Safety Meeting**

**[Date]**

**[Time]**

**[Location]**

**I. Welcome and Introduction**

- a. Why we are here
- b. [Other introductory items] (e.g., “Front Desk Procedures” where the distinction is made between disruptive customer discussion and emergencies which is the focus of the meeting and the plan)

**II. Chico State Alerts**

- a. Simple to Register – Provides in the moment alerts

**III. Video – Run, Hide, Fight**

- a. <https://www.csuchico.edu/up/active-shooter-training.shtml>

**IV. Completion of Department Emergency Plan**

- a. Document Review and Completion (*Certain aspects of the plan can be completed prior to the meeting.*)
- b. Special areas for attention
  - i. [E.g., “Front Window/Counter” – a discussion on how to handle customers or the public in the area]

**V. Onboarding of new employees**

- a. Staff and Students – strategy for sharing the plan with new employees