



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. For a sample please contact the Human Resource Service Center at extension x6771*)
- 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

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