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