

Notification

1. How and when were you notified of damage/issues on campus?
2. Was the notification in a timely manner?

General Observations:

1. How was your operation affected by the incident?
2. What went right?

Planning

1. Did you have a plan in place to address this type of incident?
 - a. If so, was this plan utilized?
 - b. Was it useful?
 - c. What, if anything, needs to be revised for future incidents?
2. Do you have a business continuity plan?
 - a. Was this plan activated?
 - b. Was it useful?
 - c. What, if anything, needs to be revised for future incidents?

Command

1. Was your area's EOC activated?
 - a. If yes, was it helpful, if no, would it have helped?
2. Should the Campus EOC have been activated?

Logistics

1. Did you have the resources necessary to respond to this incident?
2. Did you have a need for external resources?
 - a. If yes, were you successful in acquiring these resources?
 - b. Did you need assistance in locating external resources?
3. In hind sight, were there untapped resources that should have been utilized?

Communications

1. Was communication from the University timely, adequate?
2. Was communication across departments timely, adequate?
3. Was communication from your department timely and adequate?

Safety/ Humanitarian

1. Were there safety issues that occurred during the incident?
 - a. If yes, Were they addressed?
2. Did your operation observe safe practices when dealing with the incident?
3. Was the wellbeing of your staff and their families addressed?

Action Items/Follow up

1. Overall, what needs improvement for the next incident?
2. Overall, what went well for the incident?

Other observations or suggestions for improving our response to future incidents: