



# Notification and Warning!

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# First Step

- Notifying and warning your staff about an emergency are the very first steps to effective response and optimum safety
- Do all of your staff know to call 911, then who to contact to initiate notification and warning to your faculty and staff?
- Is your 'notification tree' or fan-out up to date with current home and cell numbers?

# Verification and Accounting

- Does your notification tree or fan-out include the 'last person' on the list calling the initiator, or a supervisor to ensure that everyone has been contacted
- Do you have a way to do a 'head count' to make sure that everyone is in the area they are supposed to report to after warning/notice/alarm is activated?



# During and After Hours

- Does your building plan give direction regarding when to call which staff both during and after hours
- Rumor control with accurate information is important even to employees not directly involved in an emergency or disaster situation





# Review

- As with all elements of your emergency plan, do you have a protocol for holding a ‘face-to-face’ or telephone debriefing of the situation to share information and improve your plan and call trees for next time?

*Training & Organizational  
Development*