



**Emergency Management**

Massachusetts Institute of Technology

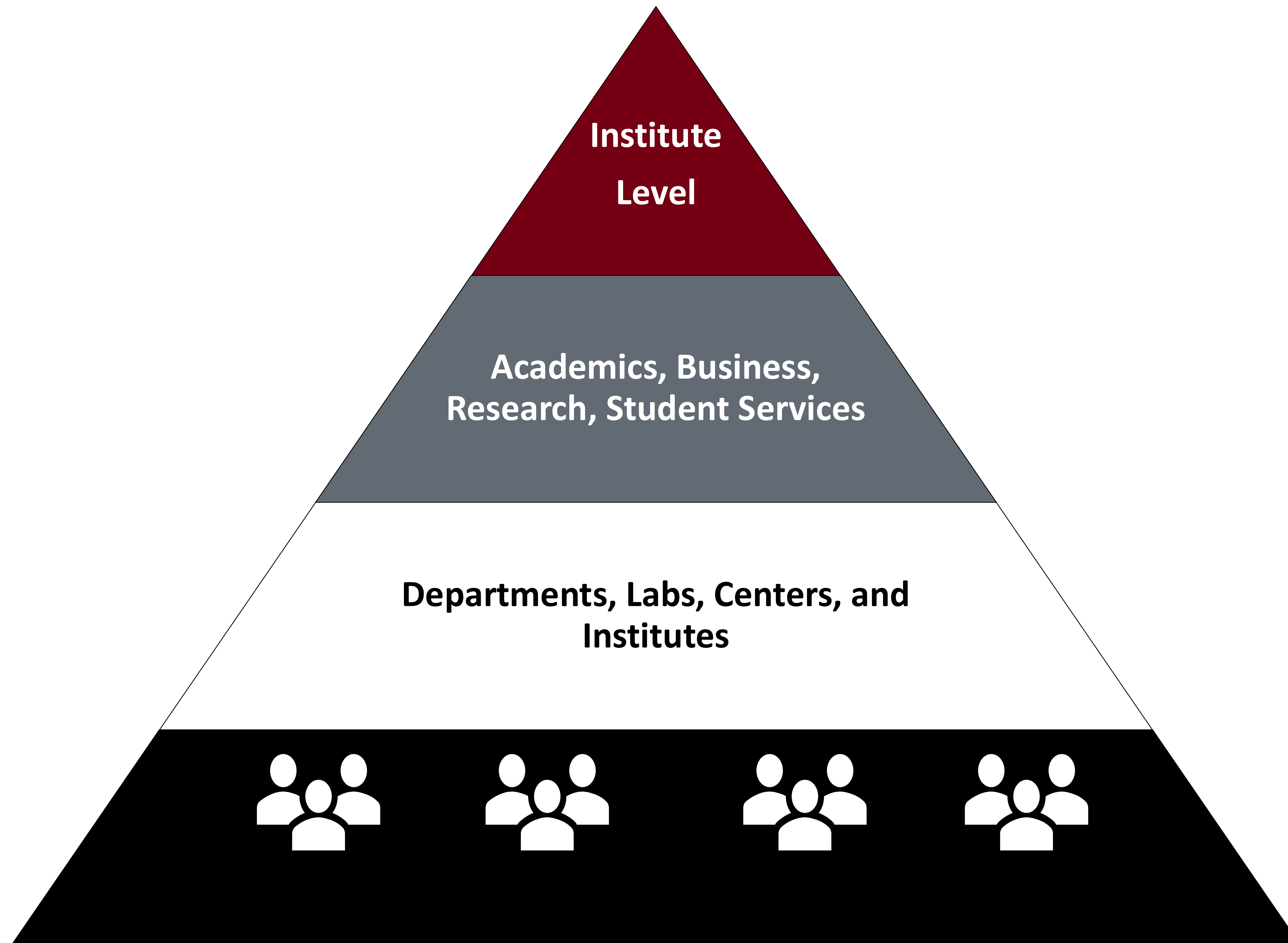
# Continuity and Emergency Preparedness Plans Poster Session

**MIT Emergency Management**

**October 2024**



# Overall Preparedness



# Emergency Management

## ❖ Emergency Management

What needs to be done *because* of an emergency or disaster

- Your Emergency Preparedness Plan!



## ❖ Continuity

What needs to be done *despite* an emergency or disaster.

- Your Continuity Plan!




# Two Preparedness Plans



[DLCI Name]  
[Unit Name]

[Insert Logo here, if applicable]

**Emergency Preparedness Plan**  
[Date]

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Emergency Preparedness Plan 1

[DLCI Name]  
[Unit Name]

[Insert Logo here, if applicable]

**Continuity Plan**  
[Date]

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# Preparedness Plans Content



Emergency Preparedness Plans	Continuity Plans
<ul style="list-style-type: none"><li>❖ Points of Contact<ul style="list-style-type: none"><li>• Emergency Plans Coordinator</li><li>• EHS Contact</li></ul></li><li>❖ Department Emergency Responsibilities<ul style="list-style-type: none"><li>• Evacuation Coordinator</li><li>• Building Warden</li><li>• Floor Warden</li></ul></li><li>❖ Departmental Organizational Structure</li><li>❖ DLCI Internal Communications and Messaging Systems</li><li>❖ Building and AED Information</li></ul>	<ul style="list-style-type: none"><li>❖ Essential Functions</li><li>❖ Critical Resources<ul style="list-style-type: none"><li>• Personnel</li><li>• Vital Records/Files</li><li>• Technology Requirements</li></ul></li><li>❖ Relationships and Dependencies</li><li>❖ Alternate Work Site Plan Requirements<ul style="list-style-type: none"><li>• Fully Remote</li><li>• Work Space Complete Shutdown</li><li>• Alternative MIT Physical Space*</li></ul></li><li>❖ Space Requirements and Equipment*</li><li>❖ Recovery Strategies</li><li>❖ Succession of Leadership</li></ul>

