

**Duties of Emergency Management Team Member:
Department Chair (Sheldon Katz)**

1. Declare an event to be a critical incident. (Activate the **Department of Mathematics** emergency operations plan)
2. Make calls to inform campus and department (Emergency Management Team) of activation of plan. See Appendix A.
3. Act as liaison with campus administration and external jurisdictions.
4. Convene the **Department of Mathematics** Emergency Management Team at **273 Altgeld Hall (main office)** or an alternate site, which would be **247 Illini Hall (Illinois Journal of Mathematics)**.
5. Assure that **Department of Mathematics's** response includes one person fulfilling the responsibilities outlined in Sections that follow. Designate a communications liaison with the Office of Public Affairs and other campus units. If the Facilities & Services unit is providing major support to the unit, the **Department of Mathematics** may consider assigning a liaison to assist in coordinating the F&S response activities.
6. Advise the Campus Emergency Operations Committee (as needed) concerning the status of **Department of Mathematics's** response and provide an assessment of the impact on affected facilities.
7. Activate the Emergency Communication Plan.

**Duties of Emergency Management Team Member:
Associate Department Chair (Bob Muncaster)**

- 1) If necessary, fulfill the role of the chair.
 - a) Declare an event to be a critical incident. (Activate the **Department of Mathematics** emergency operations plan)
 - b) Make calls to inform campus and department (Emergency Management Team) of activation of plan. See Appendix A.
 - c) Act as liaison with campus administration and external jurisdictions.
 - d) Convene the **Department of Mathematics** Emergency Management Team at **273 Altgeld Hall (main office)** or an alternate site, which would be **247 Illini Hall (Illinois Journal of Mathematics)**.
 - e) Assure that **Department of Mathematics's** response includes one person fulfilling the responsibilities outlined in Sections that follow. Designate a communications liaison with the Office of Public Affairs and other campus units. If the Facilities & Services unit is providing major support to the unit, the **Department of Mathematics** may consider assigning a liaison to assist in coordinating the F&S response activities.
 - f) Advise the Campus Emergency Operations Committee (as needed) concerning the status of **Department of Mathematics's** response and provide an assessment of the impact on affected facilities.
 - g) Activate the Emergency Communication Plan.
- 2) Coordinate with other campus units and/or other outside agencies to meet emergency purchasing/rental needs.
- 3) Call in appropriate environmental, health, research, and/or safety staff support. See Appendix A for details on who to call and why.
- 4) Assist the Division of Research Safety to advise and provide technical resources on chemical, biological, and radiation incidents.
- 5) Coordinate with the Division of Research Safety staff to achieve Emergency Management Team objectives.

**Duties of Emergency Management Team Member:
Facilities Manager/Financial Officer (Wendy Harris)**

1. Assess the nature and extent of damage to stabilize and facilitate repairs.
2. Activate the required resources to coordinate the *Department of Mathematics* response.
3. Responsible for emergency procurement requirements, payroll assistance, and tool requirements.
4. Assess the situation to determine the regulatory agency reporting requirements and make the appropriate notifications to regulatory agencies.
5. Advise the Emergency Management Team on matters relating to environmental and occupational safety and health requirements and procedures.

**Duties of Emergency Management Team Member:
Communications Liaison (Jonathan Manton)**

1. Responsible for email communication equipment and services.
2. Staff the communication center.

**Duties of Emergency Management Team Member:
Webmaster (Tori Corkery)**

1. Maintain internal communication with the *Department of Mathematics* staff.
2. Staff the communication center.

**Duties of Emergency Management Team Member:
Assistant to the Chair (Santee Moore)**

1. Record activities of the Emergency Management Team
2. Track action items
3. Initiate calls to Emergency Communication Team prospective members as directed and inform them where to report.
4. Assure that Emergency Communication Team members receive status update reports.