

**Plan Assessment Questionnaire
McGill Emergency Management Task Force**

As is the case with all large universities, McGill is subject to potential emergency situations that could threaten its community. To address this concern, the University is in the process of creating a campus-wide emergency management plan. As part of the information-gathering process for this initiative, we are seeking information from other universities about the content of their emergency plans. **Please answer the following question relating to the content of your university's plan. Feel free to include additional comments.**

University name:
Contact name:
Department:
Mailing address:
Phone/fax/email:

	QUESTION	YES	NO	DON'T KNOW
Purpose / Goals				
1	Does the plan establish its purpose and goals/objectives?			
<i>Comments:</i>				
Scope / Format				
2	Does the plan discuss the creation of a Task Force or an emergency preparedness structure (committee, working groups, etc.)?			
<i>Comments:</i>				
3	Does the plan indicate a list of relevant stakeholders?			
<i>If YES, who are they?</i>				
4	Does the plan stipulate the general roles and responsibilities of the various stakeholders listed?			
<i>Comments:</i>				
5	Does the plan indicate how the university reports and coordinates with governments agencies at all levels?			
<i>Comments:</i>				

	QUESTION	YES	NO	DON'T KNOW
Concept of Operation				
6	Does the plan discuss existing policies / laws in effect (e.g. federal, provincial, university, etc.)?			
<i>Comments:</i>				
7	Does the plan speak to the creation of an Incident Command Centre / Incident Operation Centre or similar site?			
<i>Comments:</i>				
8	Does the plan describe the activation protocols of the Incident Command Centre / Incident Operation Centre?			
<i>Comments:</i>				
9	Does the plan describe the role, location, main features, and key players of the Incident Command Centre / Incident Operation Centre?			
<i>Comments:</i>				
10	Does the plan identify internal and external resources to be used in case of emergency (police, fire services, contractors, etc.)?			
<i>Comments:</i>				
11	Does the plan encompass the operations and procedures to handle <u>all</u> hazards that can potentially impact the campus?			
<i>Comments:</i>				
12	Does the plan offer an inventory of potential threats facing the university (e.g., fire, water, terrorist act, etc.)?			
<i>Comments:</i>				
13	Does the plan specify different levels of emergency?			
<i>Comments:</i>				

	QUESTION	YES	NO	DON'T KNOW
14	Do the operations and procedures listed in the plan cover each threat separately? (specific response for fire, for flood, etc.)			
<i>Comments:</i>				
15	OR do the operations and procedures listed cover different levels of threat? (specific response for Level 1, for Level 2, etc.)			
<i>Comments:</i>				
16	OR do the operations and procedures offer a single procedure for all types of threat? (specific response to be adapted to circumstances of each emergency)			
<i>Comments:</i>				
17	Is the plan "scaleable", meaning that it can be phased or portions of it can be activated (i.e., levels of activation)?			
<i>Comments:</i>				
18	Does the plan identify specific trigger points for activation of the operations and procedures?			
<i>Comments:</i>				
19	Does the plan discuss the logistics of the emergency response and the facilities to be used?			
<i>Comments:</i>				
20	Does the plan identify stakeholders' specific roles in responding to an emergency (e.g. departments, staff, management, etc.)?			
<i>Comments:</i>				
21	Does the plan provide an inventory of existing resources (human and physical)?			
<i>Comments:</i>				

	QUESTION	YES	NO	DON'T KNOW
Risk Assessment				
22	Does the plan address the issue of business continuity and/or business impact of potential emergencies?			
<i>Comments:</i>				
23	Does the plan offer an inventory of potential risks facing the institution (e.g., property, human, operation)?			
<i>Comments:</i>				
24	Does the plan include a risk analysis process or matrix (i.e., probability of occurrence of various threats)?			
<i>Comments:</i>				
25	Does the plan outline existing gaps in risk management and how to prioritize and close those gaps?			
<i>Comments:</i>				
Finance & Administration				
26	Does the plan discuss central incident accounting (i.e., central financing system to draw funds from, keep track of the funds being spent, etc.)?			
<i>Comments:</i>				
27	Does the plan address emergency-related purchasing?			
<i>Comments:</i>				
Plan Maintenance				
28	Does the plan address future plan updates?			
<i>If YES, at what frequency?</i>				

	QUESTION	YES	NO	DON'T KNOW
29	Does the plan address testing / exercises to be performed?			
<i>If YES, at what frequency?</i>				
30	Has the plan ever been applied in the context of a real emergency situation?			
<i>Comments:</i>				
Business Recovery				
31	Does the plan offer guidance as to how to deal with students / staff during and after the emergency?			
<i>Comments:</i>				
32	Does the plan address alternative arrangements to be established as a means of business recovery during and after the emergency?			
<i>Comments:</i>				
Approvals & Distribution				
33	Does the plan address its distribution to the campus community?			
<i>Comments:</i>				
34	Does the plan address the required approvals for its implementation?			
<i>Comments:</i>				