LOCAL EMERGENCY MANAGEMENT TEAM MEMBER RESPONSIBILITIES

The manner in which personnel or equipment will be utilized will be determined by the FAS Local Emergency Management Team members under the direction of the Incident Manager (or designee).

1. **FAS Local Emergency Management Team** meets during a Level 1, Level 2, or Level 3 emergency to provide the following:
   
   a. **Incident Manager** activates Local Emergency Management Plan, coordinates with the FAS Local Emergency Team, and directs emergency services.

   b. **Planning/Logistics Manager** coordinates with Harvard Police Department, Security, and Telecommunications. In addition, coordinates removal of staff, students, and faculty from involved area if necessary.

   c. **Operations Manager** coordinates response regarding utility status, facility surveys, clean-up operations, fire suppression/alarm systems, and environmental health and safety, and assists Fire Department.

   d. **Communications Manager** coordinates Information Technology resources for supporting and responding to incident. Coordinates communication between transportation, food service, health service, contractors, and Local Emergency Management Team.

   e. **Intelligence Manager** heads the FAS Local Emergency Management Team. Responsible for communicating to the Dean’s Emergency Team, University Emergency Core Team and the President's Emergency Committee.

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**Local Emergency Management Team General Responsibilities**

- Investigates, assesses and mitigates hazardous conditions created by the event
- Coordinates evacuation or removal of staff, students, faculty or property if necessary
- Evaluates event classification as Level 1, 2, or 3. Consults with Emergency Core Team for events that may approach Level 2 or Level 3 classification
- Assigns Liaison to University Emergency Core Team
- Coordinates media relations with the Harvard News Office via University Emergency Core Team
- Prepares and distributes local (internal) communications and status updates involving faculty, staff, and students
- Conducts ongoing incident status monitoring, communicates emergency status to the University Emergency Core Team
- Monitors utility system status, facility surveys, clean-up operations, fire suppression and alarm systems, assists local fire departments as needed
- Coordinates facilities maintenance and management, security, contractors and telecommunications services during the event
- Coordinates health and safety activities involving fire department, environmental or safety regulatory agencies, control of hazardous substances, facility surveys or hazardous substance monitoring
- Coordinates restoration and recovery activities following an event, including resource allocation
- Consults with University Emergency Core Team to develop criteria for re-occupancy or reuse of facilities, verifies that criteria have been attained through environmental monitoring, systems testing or other means
- Coordinates medical services for faculty, staff and students who may have been impacted by the emergency