FAS LOCAL EMERGENCY MANAGEMENT TEAM (LEMT)

LOCAL INCIDENT MANAGER
Jason Munro
Zak Gingo
- Go to site
- Evaluate situation
- Coordinate LEMT response

INTELLIGENCE
Zak Gingo
Merle Bicknell
- Go to Local Emerg. Op. Center
- Decide if Higher Level Emergency Team should be called
- Contact Deans

HUIT
Jason Shaffner

COMMUNICATIONS
Rick Schubert
Merle Bicknell
- Go to Local Emerg. Op. Center
- Retrieve emergency kit
- Notify: Transportation, location, food service, health service, etc.
- Contact appropriate contractors

PLANNING / LOGISTICS
Merle Bicknell
TBD
- Go to site
- Communicate status with occupants and evacuees
- Evaluate next 12 hours and notify affected parties

OPERATIONS
Matt Stec (Non-Res)
Anthony Pacillo (Res)
Phil Norton (Labs)
- Go to site
- Decide on immediate needs and notify incident manager
- Determine immediate location needs for evacuees
- Determine long term location needs for evacuees

INFRASTRUCTURE
Jason Munro
Scott Thomas
- Go to site
- Interface with utility providers
- Survey and assess damage
- Decide on immediate needs and notify incident manager

BUILDING MANAGER/S

FAS Emergency Contacts

- Athletics
  Senior Associate Director of Athletics Tim Troville
- Division of Continuing Education
  Facilities Manager Britta Wierich
- Graduate School of Arts & Sciences
  Dean for Student Affairs Garth McCavana
  Director of Student Services Jackie Yun
- Harvard College
  Registrar Mike Burke
  Senior Resident Dean Catherine Shapiro
- Libraries
  Associate Director of FAS Library Facilities Andy Laplume
- School of Engineering & Applied Sciences
  Executive Dean for Admin and Finance Tim Bowman
- Science Laboratories
  Director of Infrastructure and Renewal Jason Munro
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).

FAS Local Emergency Management Team meets during a Level 1, Level 2, or Level 3 emergency to provide the following:

1. **Incident Manager**: activates Local Emergency Management Plan, coordinates with the FAS Local Emergency Team, and directs emergency services.

2. **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.

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

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

5. **Operations/Infrastructure/Building Managers**: coordinates response regarding utility status, facility conditions and impact, clean-up operations, fire suppression/alarm systems, and environmental health and safety, and assists Fire Department.

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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