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

BUILDING MANAGER/S

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
TBD

- Go to site
- Interface with utility providers
- Survey and assess damage
- Decide on immediate needs and notify incident manager

INTELLIGENCE
Zak Gingo
Merle Bicknell

FAS Emergency Contacts

- Athletics
  Senior Associate Director of Athletics
  Craig Lee

- 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