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ii.   Promulgation Document / Signature Page

The Drexel University Emergency Preparedness Plan (DUEPP) is managed by the Drexel University Department of Public Safety. The Plan Custodian is the Assistant Director of Emergency Preparedness, Department of Public Safety.

The Custodian's role is to maintain version control, administer updates and distribute the most recent copies of the plan. All appropriate University stakeholders will be provided with the most recent version of the Plan.

Administrative Playbook is an essential component of the Drexel University Emergency Preparedness Plan. Administrative Playbooks represent school or department-specific collection of Emergency Preparedness and Recovery plans. Each Playbook contents are in compliance with the Playbook template, an intrinsic part of the Plan.

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_____   Date_____
Domenic Ceccanecchio,
Vice President for Public Safety

_____   Date_____
Playbook Originator
School/Division/Unit

_____   Date_____
Irene Opendak,
Drexel University Emergency Plan Administrator

iii. Approval and Implementation

This Drexel University Emergency Preparedness Plan (DUEPP) has been approved by the leadership of Drexel University and will be in effect immediately upon approval.

iv. Record of Changes

This Administrative Playbook for the _____Department/School/Division was promulgated on_____. The school or unit administration (Playbook Originator) is responsible for Administrative Playbook upkeep and timely updates. All changes to the Playbook will be administered by the Playbook Originator and shared with the stakeholders.

It is the Playbook Originator's responsibility to notify DUEPP Custodian of any Playbook changes immediately.

Below are the dates listing any changes, the purpose and scope of the change and the approval signature of the Administrative Playbook Originator and the Custodian.

Date	Scope of Change	Playbook Originator Approval	Custodian Approval

v. Record of Distribution

Method	Distribution List

1.0 Administrative Playbook Purpose, Scope and Assumptions

The Administrative Playbook outlined in this manual is intended to provide a structure for confronting and managing any emergencies which could cause a disruption of the functioning of all or any part of the Drexel University campus. The template is an intrinsic part of the Drexel University Emergency Preparedness Plan (DUEPP)

1.1 Purpose

The information collection forms outlined in this template are designed to protect lives and property through the effective use of University resources. Each emergency situation requires a specific response in terms of needed resources and proper procedures. This manual addresses various degrees of emergencies and provides guidelines for the containment and managed response to the incident.
Effective crisis management is the responsibility of all Drexel University personnel.

1.2 Scope

The Administrative Playbook establishes procedures and organizational structures for response to an emergency. Nothing in this document shall be construed in a manner that limits the use of good judgment and common sense.

1.3 Playbook Assumptions

The Drexel University Administrative Playbook is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- A crisis or an emergency may occur at any time of the day or night, weekend, or holiday, with or without warning.
- The succession of events in an emergency or disaster is not predictable. Published operational plans, such as this manual, serve only as a guide and may require field adaptation and flexibility to address the complexities of the actual emergency.
- An emergency may affect the entire city of Philadelphia. City emergency services and resources may not be available to provide basic or sustained assistance to Drexel University during a widespread or prolonged crisis. The greater the disaster, the more Drexel University will be left on its own. Therefore, Drexel University must be prepared to be totally self-sufficient if the need arises.
- Local, state, and federal services may not be available.
- Basic services including electrical, water, natural gas, heat, telecommunications and other information systems may be interrupted.
- Buildings and other structures may be damaged and unavailable for use.
- Normal suppliers may not be able to deliver goods.
- Students, faculty and staff may not be able to access or leave the University.

1. This Plan is based on emergency events that are most likely to impact our area.
2. Departments tasked by this Drexel University Emergency Preparedness Plan (DUEPP) are trained and ready to respond to emergency situations.
3. Periodic exercising of the Plan is critical to ensure operational readiness and effectiveness of the Plan.

2.0 Fourth DUEPP Component: Administtrative Playbook Template

A few things you **need to know** about Drexel University Emergency Preparedness planning: the Drexel University Emergency Preparedness Plan (DUEPP) is comprised of five components; each component serves a different purpose and in its entirety the Plan presents risk mitigation, management strategies and supporting University policies.

• The first component is the Master Plan. The Master Plan identifies roles, communications and actions undertaken by Drexel University administration in case of an emergency. The Master Plan is the policy document.

• The second component is the Crisis Communication Plan; the Plan outlines the responsibilities, membership, order, and technical means of emergency communications.

• The third component is a collection of Functional Annexes defining crisis management roles and responsibilities across emergency response teams, emergency contacts, actions and emergency procedures such as crisis communications and general evacuation.

• *The fourth component is a library of the Administrative Playbooks. The Playbooks determine notification trees, succession plans, alternative space requirements and vital records in place. The plan identifies plan originator, responsible for plan contents. Playbook Emergency Bulletin designates gathering areas, emergency evacuation, and shelter in place, lock out and down and active shooter procedures.*

• The fifth component is the assortment of building-specific Dragon Books, which contains vital information about each building including types of occupancy, shelter areas, mechanical systems, fire protection, etc.

2.1 Playbook goals

The primary playbook goal is to assure correct emergency response and enable rapid process recovery via collection of all necessary information about essential departmental functions, policies and communications.

The collection will be used as a foundation to:

• Build an emergency notification tree
• Create a succession plan
• Identify tasks and events that are critical to departmental mission
• Construct a calendar of critical operations, tasks and events
• Catalog all critical vendors and their emergency contact information
• Update departmental back up policies
• Characterize vital records and its place of storage

1.0 Organizational Chart

It is very helpful to start your emergency preparedness process with your departmental org chart review. Please insert your most recent org chart.

2.0 Workplace Physical Security

Describe existing security in place: security cameras, card readers, numeric locks, etc. Describe existing initiation/termination procedure for new and departing employees.

3.0 Key Statistics, Critical Processes and Essential Personnel

Please identify core processes and functions for your Group (table 1) and key statistics on an annual basis (e.g. If you provide training- how often, how many people you train, are they students, staff or faculty). Please provide Unit Key Statistics in the narrative format

Please provide the names, title, and contact information (home phone number, cell phone number, and home email address) of personnel responsible for each mission-critical process.

Helpful Tips

Core processes are activities and tasks that you must perform under normal circumstances

Critical function is the one that must be performed in case of emergency, which includes threats to life and safety, loss of building assets and loss of communications.

Table 1 - Critical Processes and Essential Personnel

Process/Event	Is this task critical? Y/N	Staff Name	Title	Contact	Successor	Successor Contact

4.0 Essential Personnel and Notification Procedure

In the above table you have identified critical personnel and the succession plan.

The purpose of the questionnaire below is to let your Unit know about any event or situation in which critical tasks need to be performed. The notification procedure needs to be in place and activated.

- Please describe the process of notification of your critical personnel: how will you notify your group in case of an emergency?
- Would you call everyone or have a predefined notification tree where you are calling one critical person? (Example: Snow Emergency)
- What technological means do you use for notification? Cell phones, emails, etc. please list all
- Where do you store critical Emergency Contact information right now?
- Would you be able to get in touch with your personnel if the regular network is not available (internet or cell phones), describe how?
- How often do you test your notification tree?
- When was the last notification drill performed?

5.0. School/Departmental Annual Calendar of Critical Operations

The purpose of critical tasks and events calendar is to assure management and continuity of services in case of interruptions or absences (E.g., Task: fire drill, Support: facilities,).

Table 2 – Critical Tasks and Contingencies

Critical Task/ Event	Frequencies (Weekly, Monthly, Quarterly)	Drexel Support Department	Support Contact	Outside Agencies if report going out	Outside Agencies Contact

6.0. Critical Processes, Technical Means and documentation

The purpose of Table 3 is to inventory all departmental software, hardware and location of storage and back up for essential paper –based or digital documentation.

When working with this table, please consider how you document your critical operation and where the documentation is stored.

Table 3 –Software and Hardware Inventory Storage and Assess

Critical Process	File Name	Software	Hardware	File Location	Access restricted Y/N	Who else has access?	Back up where, how often

- Please check if your essential personnel and successors have access privileges to the critical file or documentation storage.
- How often do you change the passwords?
- Do you have any notification procedure to allow succession to critical documentation? Please attach.
- Do you have remote access to this documentation? Y/N?
- Do you have remote access instructions for your essential personnel? Please attach.

7.0Alternate Office Space Requirements

Describe your needs in case of space loss. Do you have an alternative location in mind?

- How many ground phone lines would you require?
- How many computers?
- Do you have office laptops?
- Do you need a client to your administrative software to be installed there?
- Do you need a networking, cell phone connectivity?

8.0 Emergency Communications with Departmental Constituencies

- Please attach your emergency tree **within the department/**division; if unaware, enter "Unknown".
- Please attach your emergency tree **within the institution**.
- Please **list all of the external constituencies** that could be affected or need to be informed, including contact name and phone numbers
- Did you ever test your notification of "Emergency engagement" and "Emergency disengagement?

  Are essential personnel in you UNIT in possession of these documents?

9.0 Outside Contractors and Services

Please list outside vendors, contractors or consulting agencies to be used for critical tasks/services.

Table 4 Outside Contractors

Equipment or Service	Vendors/Consultants	Contacts	Phone	Contract expiration date

10.0 Vital Records Preservation and Storage

Please review your desk, file cabinet and other departmental locations to list all important documentation that must be preserved or restored if damaged or inaccessible

Table 5 Vital Records Inventory

Record Name	Confidential Y/N	Retention period	Quantity stored	Frequency of use	Storage Location	Purpose of record	Back up: where and how	Location of duplicates	Salvage priority

Helpful Tips: Some of the records could be stored off-site. Use the following criteria to determine proper location of storage.

Criteria 1

Frequency of Use
- Records are routinely consulted, must be in office or close at hand
- Occasionally consulted, but must be in office of close at hand
- Rarely consulted – may be stored off campus

Please include your concerns with the storage: e.g. stored on the open shelves.

Criteria 2

Duplication Requirements
- Information is critical, electronic back-up desirable both for current use and in case of emergency.
- Information is important, copy is desirable; may be in electronic, microform or paper.

Insurance Coordination

- Who is the designated person in your department to assess the extent of damage?
- Who is the successor?
- Do both have an access to the documentation of departmental inventories?
- Do you have damage assessment forms to produce to the risk manager?
- Do you have risk manager's contact information?

11.0 Emergency Preparedness Plans

Please enclose specific to your department emergency plans and the list of the Essential Personnel

Natural	Technological	Human Caused
Severe Weather	Nuclear, Biological and Chemical (NBC)	Crimes against person
Pandemic	Fire	Terrorist Act
Earthquake	Railroad	Threats
Flood	Power Outage	Campus Disturbance