



# EMERGENCY PREPAREDNESS

## Checklist for Researchers

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- Have a plan for how you might continue instruction and research despite a campus disruption. Ensure that your plan coordinates with your larger Department- or Dean's-Office level continuity plan.
  - Examine grant documents to see if any mention the possibility of disruptive events and whether continuity planning elements are required.
  - Encourage laboratory staff to have a plan for how to receive an alert while working undisturbed in a laboratory. Sign up to receive alerts via text at [getrave.com/login/umb](http://getrave.com/login/umb). If your UMass Boston computer does not display emergency alerts, contact the Information Technology Services Division (ITSD) to have the alerting software installed.
  - Be familiar with evacuation plans and routes of egress from your laboratory. Find links to Building, Plaza and Campus evacuation plans as well as the Evacuation Policy at [umb.edu/preparedness](http://umb.edu/preparedness).
  - Review Environmental Health and Safety protocols for evacuating your laboratory. Make sure staff know these protocols.
  - Consider: Is your lab physically arranged in a safe way? Are heavy objects bolted down and secure? Are normal safety precautions being taken? Keep materials off the floor in case of flooding.
  - Identify all of the critical functions carried out as part of your research. Determine which research functions may be completed remotely and which require campus access. Identify staff whose knowledge or skills are particularly necessary for your research and consider how you might find others to fill in if necessary.
  - Maintain lists of important emergency contact, staff and supplier phone numbers both physically and electronically in multiple secure locations.
  - Develop a strategy for communicating with others about cancellations or other disruptions.
  - Keep copies of critical research documents in a secure location. Request assistance from ITSD regarding secure electronic file storage and backup.
  - Ensure that your secure data is retrievable by the appropriate individuals.
  - Determine: if the data network or financial system were down, could you obtain the supplies that you need?
  - Do you have a plan to care for research animals in the event that heat, cooling, power or water are not functioning? Have you communicated this plan with others on campus?

- What is your plan to protect against losses due to freezer failure? Are critical specimens in freezers backed up by generators? Are there alternate freezers to which items might be moved in the event of a failure? Have you communicated with others regarding your plan?
- Do you have proofs of ownership of equipment that may be needed for reimbursement claims?
- Could you conduct your project(s) remotely if necessary? Where? If you have a plan to use alternate space, have you communicated this plan to others?
- Know which lab appliances are supported by backup power and how to maintain research materials in appliances without backup power if necessary.
- Familiarize yourself with campus emergency-related policies, including:
  - UMass Boston Alert System Policy
  - Campus Closure Policy
  - Business Continuity Planning Policy
  - Evacuation Policy
- Encourage personal preparedness planning. See [Ready.gov](http://Ready.gov) and [RedCross.org](http://RedCross.org) for ideas.