

Checklist for Notifications by Building Chairs for Recovery from a Building Emergency

After an emergency or other large disaster (fire, flood, chemical or biological spill, or other large impact event) occurs within your building, use the following checklist to ensure that necessary entities are contacted to begin the recovery process.

- Department Managers for all departments in building** – Ensure all departments can take appropriate measures including notifying Deans or Department Heads and initiating COOP plans
- Building Chair Alternates** – Back up measures in case Building Chair is out
- Risk Management, University Safety and Assurances (414-750-4699, 414-430-1474)** – RM initiates property claim process and gets approval to initiate and coordinate remediation vendors from UW-System
- Facility Services (414-229-4742, After hours- 414-229-4652)** – Initiate building utility remediation measures and to coordinate with remediation vendors
- Parking and Transit (414-229-4000)** – May need to coordinate parking for remediation vendors or other entities
- Campus Police (414-229-4627 – non-emergency)**– Coordinate security guards if required for closed portions of buildings
- UITS – Network & Operations Services (414-229-5800)**—Address issues with phones, data, WiFi, or other IT connections
- Registrar’s Office/ROAR – (414-229-3045, 414-229-5921 or roar@uwm.edu)** – Inform about the impact to general assignment (GA) classrooms and special events