**timeline of college emergency management**

(To be used and updated by the College Emergency Planning Task Team Members)

**Mid-March:** if needed

**Early April:** Email is distributed to College managers and key contacts to update "Emergency Contact Manager" through my.ucla.edu. Emails are currently sent by Debra Dralle

**Summer:** A meeting of Department Emergency Coordinators and/or MSOs to discuss updates, resources, changes to policies, or work through case scenarios

**Early September:** Email is sent out to departments reminding to address emergency training for TA's and new Instructors

**Early October:** Email is distributed to College managers and key contacts to update "Emergency Contact Manager" through my.ucla.edu. Emails are currently sent by Debra Dralle

**Mid-October:** Great California ShakeOut, organized by the State of California, and information at UCLA disseminated by the UCLA Emergency Management Office (www.emo.ucla.edu)

**Throughout the year**: Meetings and communication scheduled as needed or requested

**ROLES AND RESPONSIBILITIES**

* Emails are distributed by the Emergency Planning Task Team Chair through the Director of Staff Human Resources for the College, currently both being Debra Dralle
* Summer Training Topics and Department Emergency Coordinator/MSO meeting agendas are set by the Emergency Planning Task Team, and the information is distributed via email as above.
* Emergency Planning Task Team members are selected to represent each College Division, and it is the responsibility of each Task Team member to assist newly-hired Department Managers within their Division.
* Emergency Planning Task Team currently meets on a monthly basis (not listed above).
* UCLA Facilities Management also holds occasional meetings for department representatives, whom they refer to as Building Coordinators. This group’s main focus is not emergency preparedness and response.