



Start Guide to review and update the Emergency Plan for your HBCU

1. Identify where your HBCU's Emergency Operations Plan (EOP) is located and the Point of Contact (POC).
2. Schedule a meeting with the POC and discuss reviewing the plan and becoming a member of the EOP planning team.
3. In the event the EOP is not developed, significantly outdated or a POC is not available, notify your HBCU's leadership.
4. Then have a meeting with the following stakeholders to begin revisions or developing the EOP.
 - University emergency manager
 - University police
 - University Counsel
 - IT Lead for university
 - Local police
 - Local fire department
 - County Emergency Management Agency (EMA)
 - FEMA regional Individual Community Preparedness officer (ICP)
 - Regional Cybersecurity and Infrastructure Security Agency (CISA)

REMEMBER: Your county's EMA and Federal Emergency Management (FEMA) Incident Command Post (ICP) FEMA ICP will have resources for you.