

APPENDIX E: INCIDENT BRIEFING GUIDE

Incident Name/Description			
Incident Location			
Report Date		Report Time:	
Briefing by			
Situation Summary			

UConn EOC Status:		State EOC Status:	
--------------------------	--	--------------------------	--

Critical Information Requirements:	Status:
Injuries or Fatalities. Are there injuries or fatalities in the UConn community?	
Immediatate Actions/Safety Issues. What immediate actions need to be taken? Are there any current safety issues?	
Operations. What operations have been impacted, suspended or canceled, i.e. classes, work scheduled (non-essential v essential) ?	
Infrastructure. Is there damage to UConn’s infrastructure, grounds, or landholdings?	

Critical Information Requirements:	Status:
<p>Roads and Transportation.</p> <p>What is the status of key roads and transportation systems?</p>	
<p>Utilities.</p> <p>Are there impacts on utility systems?</p>	
<p>Residential and Feeding.</p> <p>Are there uninhabitable residence halls or limitations to dining operations?</p>	
<p>Command and Control.</p> <p>Where is the incident command/command post located and who is in command?</p>	
<p>Hospital.</p> <p>What are the impacts to UConn Health/John Dempsey Hospital and/or UConn Medical Group locations?</p>	
<p>Continuity Activation.</p> <p>Are any divisions, departments, or offices working under continuity operations?</p>	
<p>Communications and IT.</p> <p>Are there any limitations to communications systems or information technology systems?</p>	
<p>Notifications/Communications/Messaging – Internal/External.</p> <p>What needs to be communicated internally and externally and through what platforms?</p>	
<p>Athletics and Activities.</p> <p>What is the current and projected status of athletics and campus activities, on and off-campus?</p>	

Critical Information Requirements:	Status:
<p>Global Programs.</p> <p>Are global programs affected by the situation?</p>	
<p>Resources.</p> <p>What resources do we need? Do we have them inhouse, emergency procurement/contracts or WebEOC?</p>	

Additional Notes
Empty space for additional notes

Additional Notes