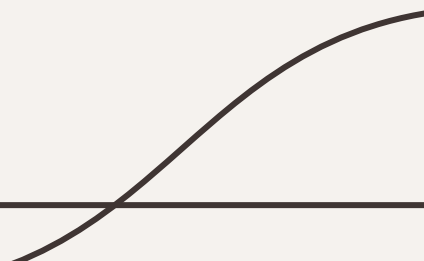




Emergency Management

Laura's microcredential project






01

Introduction

A general overview of my project, and why I
wanted to work on it





For this year, I worked on various projects addressing and analyzing emergency concerns and management

–What?



Upon receiving many emergency related calls during my first year here, I often felt unprepared to take on these sort of calls.

This led to inspiration to work on emergency management

Why?

Basic Objectives

While this later expanded, these are the basic tasks I worked on

- Creating an emergency contact list
- Working as a student liaison for Emergency Preparedness and Office Continuity Committee
- Assisting with panic buttons and door locking initiatives
- Editing and Updating Continuous
- Writing emergency blurbs in Safety Matters Newsletter
- Providing updates at biweekly meetings

02

Contact List



By creating an emergency contact list, I hope student and full time employees feel more prepared to contact the right person during an emergency.

-The Objective

The Creation

For the creation of this list:

- I started with a standard emergency list and began to add contacts
- Created a more diverse list, relating to all sorts of emergencies
- Asked for feedback at biweekly meeting
- Posted copies in front desk and call center

For the future, I would like there to be more copies of this contact list.



EO Emergency Contacts

CU Boulder Police and Fire Management	911	
Facilities Management Operations Control Center		sdesk@colorado.edu
Building Proctor (ARC/Regent)		
CU Boulder Welfare Checks (Emergency)		

Non-Emergency Contacts

CU Boulder Dispatch (Non-emergency)		
FSAP (For Staff)		Schedule an appointment Programa una cita
Student Conduct (For reporting student behavior)		studentconduct@colorado.edu
OIEC (For reporting student behavior)		Cureport@colorado.edu
Student Support and Case Management		sscm@colorado.edu
Risk Management (for reporting injuries)		http://www.cu.edu/risk/file-claim
Environmental Health & Safety Office		ehs@colorado.edu OR Submit a Concern
CAPS (24/7)		Refer students to CU Health Portal
Student Emergency Fund (Student Affairs)		studentaffairs@colorado.edu

Final Emergency Contact List

The contact list contains emergency and non-emergency resources



03

Emergency Preparedness and Office Continuity Committee Liaison

Pinpoints



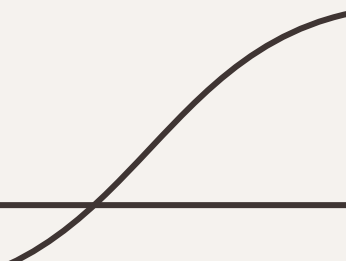
Leadership

Became the first student liaison on emergency committee meetings



Professionalism

Watched how professional Registrar meetings are ran and compared it to student meetings

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In the Future I Can..



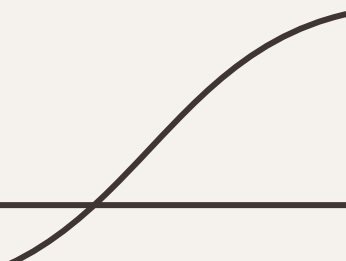
Collaborate

With professional employees with appropriate conduct and skills. Learn by active listening and participation as well.

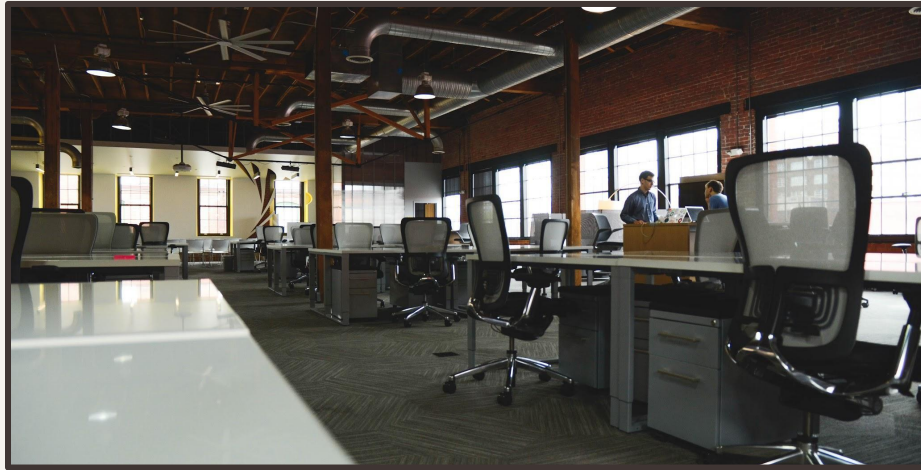


Participate

Be active with professional meetings, and represent my student peers as well

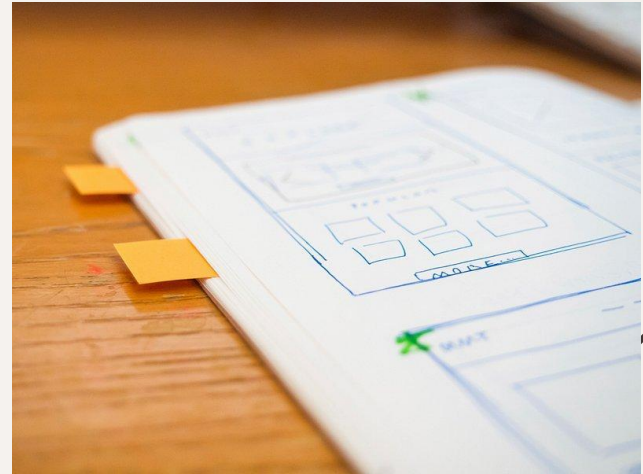


04 Panic Buttons and Doors



Skills Gained

- Able to learn about the safety differences and concerns between the Registrar and Admissions office.
- Learned about modern updates to upkeep security.
- Discussed issues within wifi buttons, manual buttons, and door swipes
- Able to test each door system type, and see how they work





05

Continuous of Operations Plan

Editing a major
document of the
registrar's office

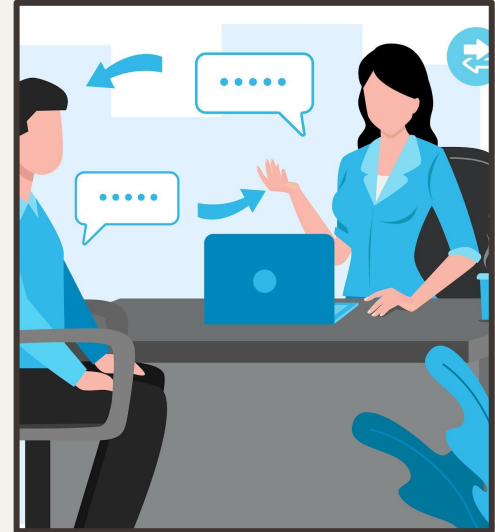
Continuity of Operations Plan Skills

Editing

Noticing the fine details within the document. Making sure I did not skip any spots, and paid great attention.

Communication

Asking for feedback and provided consistent updates through my work



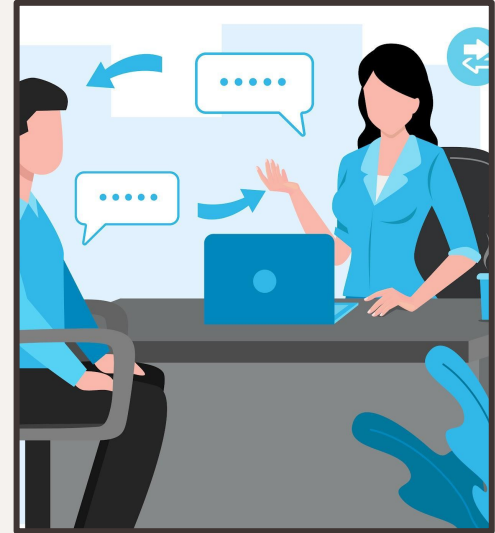
What I learned

Detail

Within any workplace, detail is key. One wrong digit, or letter can route a person to the wrong department.

Growth

Nobody starts out as an expert, therefore asking your managers for help is always acceptable!





06

Emergency Blurbs

Wrote for the Safety
Matters Newsletter

-
- For emergency blurbs, I learned how to be a consistent writer and discuss relevant topics.
 - I also learned how to provide updates on issues that are applicable to full time staff and student employees.
 - I touched on relevant topics that employees might have forgotten about (ex: flooding), to make sure our office stays alert.
 - I learned it is important to remember every little detail, because they always matter

–What Did I Learn?

07 Providing Updates



3 Abilities Learned

01

Confidence

Giving these updates provided me with practice of presenting, answering questions, and inspired me to become a student lead

02

Leadership

Be able to lead a part of the student meetings provided me an insight on how to lead any type of meeting.

03

Engagement


Taught me how to engage student employees with feedback, questions, and concerns. Became a productive analyzer and researcher.



08

Reflection

My final thoughts summing up my
microcredential work



3 Initial Soft Skills

01

Improvement

Aspects such as safety can always be improved within any workplace. I asked for other's concerns, and took their feedback seriously.

02

Help

Within a collaborative workplace, it is always okay to ask for help. Better to know and be sure.

03

Organization

A necessity within the office, and all of my future workplaces. Specifically needed within planning events, surveys, and presentations.

Skills Attained

Initiative

I spotted an issue I found in the workplace, and took charge to tackle it.

Growth

Through this year, I gained a multitude of skills ranging from technical to soft communication skills

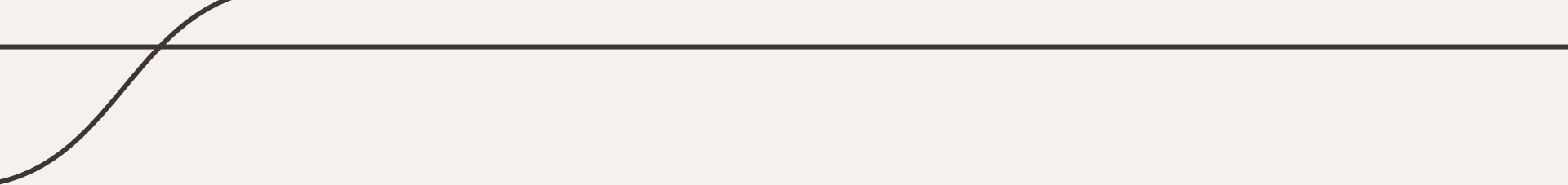
Passion

I care about my workplace, beyond a monetary measure. I showed care for my workplace and my coworkers.

Commitment

Even though I will gain a micro credential, I will continue to work on safety within the office for my last year.





Emergency management is not something you become 100% mastered in. However, I learned many skills to become a prepared employee and an effective leader. What I believe is the most important, is that I can lead in a case of an emergency.

–Level of Mastery



This was a hard project to accomplish, as it was hard to gauge progress. I appreciated learning about the intricacies of university workplaces. I hope to be able to continue this project next semester too!

Final Thoughts

**Thank
You!**
