

# **SITE EMERGENCY PLANNING WORKBOOK**

AWORKBOOK FOR DEVELOPING A SITE EMERGENCY PLAN

Schools  
Factories  
Office Buildings

Shopping Malls  
Hospitals/Nursing Homes  
Correctional Facilities

Stadiums/Arenas  
Recreation Areas  
Other Facilities

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# Introduction

## ***Site Emergency Plan***

A site emergency plan describes, in detail, an organization's policy and procedures for coping with an emergency situation on site. These policies and procedures should define how the organization will protect people and property. Developing the plan is the process of assigning emergency related tasks to individuals in the organization, and outlining protective actions to be taken. A site emergency plan should be consistent with the local government's emergency operations plan.

## ***Why Organizations Should Plan For Emergencies***

Time and again history has shown that a well thought out, coordinated response helps prevent personal injury, property damage, and lessen the resulting confusion. When an organization plans on how it will respond to an emergency threatening its operations, it is more likely to survive the incident. During a large scale disaster, local response agencies may be overwhelmed and unable to immediately respond to the organization's site. Employees and clients alike will need to know what to do to protect themselves during an emergency.

## ***About this Workbook***

This workbook is intended to help the users develop a comprehensive site emergency plan. It is intended to be used by both very small organizations, as well as large complex organizations. This workbook focuses on responding and protecting people and property from an imminent or actual emergency situation.

Section One of the workbook describes the planning process; the steps to follow before developing a site emergency plan.

Section Two is a sample site emergency plan. The Sample Plan will utilize the information gathered in the planning process to complete the plan. The Sample Plan is organized by hazard situations.

## ***Basic Site Emergency Planning Concepts***

Listed below are eight basic concepts involved in emergency management planning. The user should keep these eight concepts in mind while writing the plan:

- Appoint one person to implement the emergency plan and direct the organization's response at the site.
- Appoint a person from each work unit to carry out protective actions and other related emergency procedures.
- Establish a central location from which to coordinate response and make key decisions.
- Appoint a single person to validate and coordinate the dissemination of emergency information.
- Establish adequate communication and warning capabilities.
- Establish adequate evacuation procedures and sheltering capabilities.
- Establish damage assessment capabilities.
- Protect vital records.

## ***To Begin***

Briefly review the Sample Plan found in Section Two. This brief review will enable the user to understand the purpose of the planning process steps in Section One. Through Section One, the user will collect the information needed to complete the sample plan in Section Two working through the following four steps:

- Building the Site Emergency Team
- Conducting a Hazard Analysis
- Performing a Capability Assessment
- Creating a Vital Record Preservation Program

Before writing the site emergency plan, it is suggested that the following steps be taken:

- Design a plan format.
- Assign different sections of the plan to be written by the various team members.
- Set date for completion of section drafts.
- Set date to meet with each section author to read, discuss, and revise.
- Set date for draft revision completion.

Once the plan is complete the final step is to conduct training on the site emergency plan. Section One ends with a description on how to implement the new site emergency plan. Good Luck!



# **Section One**

## **The Planning Process**



# Step 1:

## Building The Site Emergency Team

### **Team Composition**

The size of an organization's site emergency team will depend upon the size of the organization, what resources are available, and what tasks are required. Team members should be involved in both planning and response activities. A doctor's office or an insurance agency may only have one person as the site emergency team, for example, the office manager. A small business, shop, or hospital may only have one or two key people on the team. A large factory, school, or prison may have a person from each functional area in the organization on the team.

There are several reasons why a team concept is best when developing a site emergency plan. Team work:

- insures all necessary issues are presented;
- reinforces staff acceptance of the plan;
- decreases the work load for team participants;
- increases staff awareness of the plan.

Upper management support and approval is crucial to the project. This approval gives the project the authority to request assistance and resources from other departments. One recommendation is to have upper management appoint individuals or positions to the site emergency team. Another suggestion, if possible, is to write site emergency tasks into position descriptions.

Remember to include the local emergency management coordinator's input in the planning. The local emergency management coordinator can provide information on how the jurisdiction's response agencies can, and probably will, respond.

Emergency situations require that certain emergency tasks be performed. Such emergency tasks should be identified beforehand and assignments made for performing them. The next few pages describe sample site emergency team positions that fulfill necessary emergency tasks. Organizations may or may not be able to fulfill each position. Therefore, it may be necessary to create unique positions that combine different tasks. These same positions will be used in the Sample Plan found in Section Two of this book. Each of the eight basic planning concepts described in the introduction must be incorporated in team positions.

### **Director**

The director is responsible for overseeing all aspects of preparing for and responding to an emergency situation. This position requires making decisions on protective actions, operations, and expenditures. In smaller

organizations, this person may also fulfill the duties of the site emergency coordinator. This person receives information and recommendations from the site emergency coordinator and other advisors, then makes the necessary decisions.

Typical day to day job titles of the director are: Chief Executive Officer, President, Director, Superintendent.

### **Site Emergency Coordinator**

The site emergency coordinator is responsible for maintaining the site emergency plan and ensuring that all members are trained and knowledgeable in performing their tasks **before** an emergency occurs. During an actual emergency or disaster, the site coordinator does not necessarily make the decisions concerning protective actions, but coordinates the implementation of all necessary tasks in the site emergency team. It is very important to have someone in this role who is comfortable making recommendations to upper management and is capable of taking action during a crisis.

The person selected to be site emergency coordinator should have the following qualifications:

- Possess a thorough knowledge and understanding of the site layout and operation.
- Hold a responsible position within the onsite organization with the authority to implement protective measures and commit resources and personnel.
- Possess leadership qualities and have the ability to operate under stressful conditions.
- Possess a rudimentary knowledge of the basic concepts of emergency management and local government operations.

Typical job titles of the site emergency coordinator are: Vice President, Manager, Principal, Assistant Principal, Administrator, Facility Manager, Warden, Deputy Warden, Park Manager.

### **Unit Emergency Coordinator(s)**

Unit emergency coordinators are responsible for ensuring that the protective actions for a certain work area are carried out. This position entails training people in the different protective actions before an actual emergency and notifying personnel of the decision for protective action during an emergency. Unit emergency coordinators may also have other responsibilities before or during an emergency.



The people selected to be unit emergency coordinators should have the following qualifications:

- Possess knowledge and understanding of the site layout, and a thorough knowledge of the operation of their work unit.
- Hold a responsible position within their work unit with the authority to direct and commit resources and personnel.
- Possess leadership qualities and have the ability to operate under stressful conditions.

Typical job titles of unit emergency coordinators are: Foreman, Supervisor, Teacher, Resident Assistant, Floor Supervisor, Usher, Charge Nurse, Floor Nurse, Security Guard, Corrections Officer, Park Ranger.

### ***Emergency Warning/Communications Coordinator***

The emergency warning/communications coordinator position is responsible for maintaining communication equipment, such as portable radios, ham radios, telephone systems, call out systems, etc. The warning/communications coordinator position maintains a log of the different messages or information coming into and leaving the site during an emergency. This position is also responsible for activating the primary warning system within the facility, such as starting an alarm, making a public announcement, etc.

Typical job titles of the emergency warning/communications coordinator are: Secretary, Receptionist, Clerk, Telephone Operator, Administrative Assistant.

### ***Emergency Assessment Coordinator***

The emergency assessment coordinator is responsible for collecting, verifying and displaying statistical information about the emergency situation to other team members, as well as the local emergency management organization. Site emergency team members and local emergency responders may use this information for response efforts and generating reports. This position also maintains a record or diary of events and decisions during the emergency.

Typical job titles of the emergency assessment coordinator are: Controller, Administrative Assistant, Accountant, Bookkeeper, Manager, Assistant Manager, Purchasing Agent.

### ***Emergency Information Coordinator***

The emergency information coordinator is responsible for developing news releases, answering media questions, ensuring that protective actions are publicized for all employees, etc. This individual should be

comfortable working with the media and have a clear understanding of management's priorities.

Typical job titles of the emergency information coordinator are: Public Relations Director, Corporate Communications Director, Administrative Assistant, Personnel Director.

### ***Emergency Maintenance Coordinator***

The emergency maintenance coordinator is responsible for controlling site mechanical systems and ensuring that they are shut down properly during an emergency situation. This individual may assist in setting up barricades, providing maps of utility systems to local responders, etc.

Typical job titles of the emergency maintenance coordinator are: Janitor, Housekeeping Supervisor, Maintenance Worker, Technician, Engineer, Equipment Technician, Executive Housekeeper, Laborer, Custodian, Electrician, Plumber, Carpenter, Groundskeeper.

### ***Emergency Medical Coordinator***

The emergency medical coordinator position is responsible for providing immediate care to injured persons, as well as the collecting and compiling of health and medical-related disaster information. The emergency medical coordinator may help coordinate offsite medical assistance. Not all sites have onsite medical personnel available to fill this position. For those that do not, immediate care of injured persons during a disaster will be performed primarily by offsite medical responders. Larger sites, whenever possible, should appoint someone as a liaison to offsite medical personnel.

Typical job titles of the emergency medical coordinator are: Physician, Physicians Assistant, Emergency Medical Technician, Nurse, Paramedic, Nurses Aide.

### ***Emergency Security Coordinator***

The emergency security coordinator position is responsible for controlling the movement of people and vehicles at the site, preventing unauthorized entry onto the site, etc. Not all sites have onsite security personnel available. However, someone should be assigned responsibility for coordinating this function with offsite law enforcement personnel.

Typical job titles of the emergency security coordinator are: Security Guard, Corrections Officer, Other available personnel.

***Other Possible Coordinating Positions***

List other emergency positions and tasks unique to the site. Zoological parks and racetracks should plan for evacuating or sheltering animals. Amusement parks and fairgrounds should consider evacuating or sheltering patrons. Some sites may need to consider providing for non-ambulatory clients, coping with large public gatherings, securing and/or transporting prisoners, etc.

***Worksheet Instructions***

Use the following page to create positions for the organization and to plan who will fill each position. This worksheet can be used in the Sample Plan as the Distribution Page.

## The Site Emergency Team

Emergency Position	Name & Work Unit	Telephone and Pager Numbers
Director		
Site Emergency Coordinator		
Alternate Site Emergency Coordinator		
Unit Coordinator _____ <b>(note the work unit)</b>		
Unit Coordinator _____		
Unit Coordinator _____		
Unit Coordinator _____		
Warning/Communications Coordinator		
Emergency Assessment Coordinator		
Emergency Information Coordinator		
Emergency Maintenance Coordinator		
Emergency Medical Coordinator		
Emergency Security Coordinator		

## Step 2: Conducting a Hazard Analysis

### ***Purpose***

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic. For example, if a site is not in a flood plain, why should time be spent developing procedures for a flood? If a site is bordered by a railroad track or highway, then procedures should be developed to protect life and property in the event of a hazardous material incident.

### ***Starting Point***

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

### ***Considerations***

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fire, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites which might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

### ***Hazard Analysis Worksheet***

Using the worksheet on the next page examine the listed hazards. List any other possible hazards that the site may face under the first column labeled "Hazards". Cross off any hazards that are not possible, for example the "onsite hazardous material" incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

1. **unlikely or low possibility**
2. **maybe or average possibility**
3. **likely or high possibility**

In the next three columns labeled, "Employee Impact," "Property Impact," and "Economic Impact" use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worse case scenario to estimate the probable impact.

1. **low impact** (few hours lost productivity, nick and scratches injuries, slight property damage.)
2. **moderate impact** (loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.)
3. **high impact** (loss of employment, loss of life, destruction of property and business.)

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

### Hazard Analysis Worksheet

Hazards	Possibility	Employee Impact	Property Impact	Economic Impact	Total Possible Impact
Fire					
Tornado					
Severe Winter Storm					
Flood					
Onsite Haz/Mat*					
Off-site Haz/Mat*					
Bomb Threat					
Civil Unrest					
Utility					

(\* - Haz/Mat means Hazardous Materials)

## Step 3: Performing a Capability Assessment

### **Purpose**

By assessing an organization's ability to respond to an emergency situation, the planning team can determine what resources are already available and what resources may be needed. There are four areas that should be assessed: Employee Skills, Equipment, Local Response Capability and Facilities.

### **Employee Skills**

The site emergency team should canvass employees for special skills they possess that could be used during an emergency situation. Each employee should be asked if they would be willing to assist during an emergency. Below are some skills to look for in employees. Management may want to consider holding workshops or seminars to increase employee skills.

- life saving
- public relations
- communications (ham radio operators)
- tornado spotters
- firefighters

### **Equipment**

Survey the site for equipment resources that may be needed to respond to the hazards identified in Step 2. For example, if the site lacks an alarm system or public address system, what can be done to warn employees during a tornado warning? Management may want to consider budgeting to replace old, broken equipment, or to obtain non-existent equipment. Examples of equipment features include the following:

- sprinkler system
- dry fire suppression system
- alarm system
- public address system
- radio communications
- fire extinguishers
- flashlights
- portable radio
- spare batteries

### **Local Response Capability**

The site emergency team should identify what resources local response agencies have available and how those agencies plan to respond to an incident at the site. In order to respond effectively, the team should work with the local emergency management coordinator, fire, police, and emergency medical services. Think about the following issues:

- How familiar is the local fire department with the site?
- How will the fire department respond to different incidents identified as hazards, such as a bomb threat?
- Does the jurisdiction have a hazardous material team?
- How will the police department respond to different incidents identified as hazards,?
- How can the local emergency management office help?

### **Facilities**

The Sample Plan in Section Two suggests utilizing four types of facilities: an Emergency Control Center, a Media Center, an Evacuation Assembly Area, and a Tornado Shelter. Following is a brief description of all four facilities. After reading the descriptions, determine a place that can fulfill the requirements of each of these facilities.

### **Emergency Control Center**

For an effective response to an emergency onsite, all activities must be centrally coordinated. The director and the site emergency coordinator manage the onsite response from this location. All personnel assigned emergency response tasks coordinate their actions from this center.

The Emergency Control Center (ECC) must be an effective communications center, as the quality of response decisions depends on accurate information being available. There should be good internal communication links between the ECC and other parts of the organization. There should also be good communication links between the ECC and external organizational sites, such as, headquarters and the local government emergency operations center.

The ECC should have adequate workspace, maps of the site, necessary documents, supplies, and offer some reasonable amount of protection from the effects of disasters. Normally an organization should have a primary ECC and at least one alternative location as a back-up in the event the primary center cannot be used. The alternate ECC should be located as far away from the primary ECC as is practical due to the unpredictable nature of emergencies. The size and type of area selected for the ECC should be tailored to the size and type of site involved, as well as the structure and existing capabilities of the onsite organization. The ECC at smaller sites, such as an elementary school, may consist of nothing more than an office equipped with a telephone, table and chairs. **In the Sample Plan found in Section Two, there is diagram of an Emergency Control Center.**

The important consideration is that the area designated as the ECC fit the particular needs of the site. ECC staffing patterns depend on the emergency situation occurring and the size and type of the site emergency organization. The situation may only warrant a partial activation of the ECC with the site emergency coordinator meeting with one or two other coordinators as needed; or it may be fully activated with all key personnel meeting on a continuous basis until the emergency is resolved.

### **Media Center**

The purpose of a media center is to have a central location that facilitates the rapid issuance of timely and

accurate information. The sooner personnel and the public have necessary information, the sooner they will be able to cope with the situation.

The emergency information coordinator is responsible for establishing the media center and issuing news releases from there. The media center should have limited access to the ECC, but be nearby for information to be rapidly transmitted to the public. The media center should provide workspace for both the information coordinator and the media. **See the Sample Plan for a diagram of a media center.** The decision to establish a media center will depend on the size and type of site involved and the magnitude of the emergency situation. For many emergencies, media inquiries can be adequately handled by telephone. Each organization must determine its own potential needs and tailor its response accordingly.

### **Evacuation Assembly Areas**

To account for the well being of all employees, clients, and guests, an area must be designated for people to meet when evacuation is necessary. It may be necessary to have two evacuation assembly areas: one onsite, but safely away from the affected building, and the second, offsite. The offsite assembly area may be used during a hazardous material incident that requires personnel to leave the site. Larger organizations may need to establish several areas, one assembly area for each work unit. At the evacuation assembly area(s), unit coordinators should determine whether everyone has evacuated the site safely. Unit coordinators should then report to the ECC with any information regarding individuals who were not accounted for at the assembly area, etc. In the Sample Plan in Section Two, there are diagrams illustrating an onsite assembly area and an offsite assembly area.

### **Tornado Shelter**

The tornado shelter needs of each site will vary according to the size and type of site involved, and the size and composition of the onsite organization.

The following procedure is taken from the Federal Emergency Management Agency (FEMA) publication TR-83B "Tornado Protection: Selecting and Designing Safe Areas in Buildings."

## Tornado Protection: Selecting and Designing Safe Areas in Buildings

### FEMA Publication TR-83B, June 1990

This procedure is designed to assist in a systematic review of a building to find the best available shelter space against severe winds. ***It is not intended to imply that these spaces guarantee safety during a storm, but that they are the safest available in the building.***

There are some facilities such as lightweight modular houses, offices, and classrooms which must be presumed to be unsafe and **THEY SHOULD BE EVACUATED!**

**ADVANCE PREPARATION:** Obtain the following equipment: Compass, flashlight, tape measure and floor plans for each building. Ideal plans are small, to scale, with sufficient detail. If the drawings are not available, have someone prepare a simple, accurate drawing of each floor. Check the drawings against the actual building. Learn the tornado history for your geographic area; consult the local emergency management coordinator or the nearest National Weather Service Office.

**SHELTER SPACE REQUIREMENTS.** The space per person depends on the size of the people and their degree of mobility. Small children require only 3 square feet per person. Usually adults require 5-6 square feet per person.

#### 1. EXTERIOR SURVEY

- A. Establish true north. Place a north arrow on the floor plans of the building. Do not confuse true north with building north, a direction sometimes used to simplify architectural drawings.
- B. Check completely around the building, look for and record the location of the following:
  1. potential missiles, such as site equipment, nearby buildings, automobiles, and other debris especially on the south and west sides;
  2. ground embankment against the buildings;
  3. mechanical equipment on the roof;
  4. electrical service entrance;
  5. high building elements such as chimneys and high portions of the building; and
  6. changes in roof level.
- C. Take a long look from each direction, particularly from the south and west, noting building entrances, windows, and construction features.

#### 2. AVOID!

Carefully identify the following spaces as the most hazardous locations, the spaces to avoid!

- A. Avoid locations where roofs are likely to be blown off. They may fall in on the occupants. Debris also has direct access to the interior. Portions of roofs most likely to be blown off are:
  1. windward edges (usually south and west);
  2. long spans;
  3. portions with overhangs on the windward sides.

Long span buildings or structures, such as shopping malls, department stores, civic centers, theaters, indoor pools, gymnasiums, and some factories, are especially dangerous because the entire roof structure is usually supported solely by the outside walls, thus making it susceptible to collapse.

- B. Avoid exterior walls that are most likely to be partially or completely destroyed. The most likely damage will probably occur in the following order:
  - 1) south; 2) west; 3) east; and 4) north.
- C. Avoid corridors that may become wind tunnels, such as corridors with exterior doors allowing direct exit (no turns) to the following (in order of severity of wind tunnel effects):
  - 1) south; 2) west; 3) east; and 4) north.

This is an especially critical consideration for schools, hospitals, and nursing homes, which often have long, straight corridors leading directly outside.

- D. Avoid locations with WINDOWS facing the likely storm direction. Assume that the windows will blow IN on the south and west sides of the building, and occasionally on the east and north. Office buildings are particularly vulnerable because they are often constructed with large amounts of glass on the outside walls. Avoid, whenever possible, portions of buildings that contain load bearing walls. If such a wall collapses, the roof or floor will fall in.



Tornado Protection: Selecting and Designing Safe Areas in Buildings  
 FEMA Publication TR-83B, June 1990 ( continued)

### 3. CONSIDER - but do not necessarily select...

- A. The LOWEST FLOOR. If a building has a basement, or a partial basement, it is probably the safest space in the structure.
- B. INTERIOR SPACES. These are spaces that have no walls on the exterior of the building. However, avoid interior spaces with large roof or ceiling spans.
- C. SHORT SPANS. It is difficult to find one space, with the exception of a basement, that will offer a high degree of protection to all of the building occupants. Therefore, seek out a number of smaller spaces.
- D. The portions of buildings supported by rigid structural frames, such as steel, concrete, or wood, rather than those portions that have load bearing walls.

### 4. REFINE

It is essential that spaces selected be the very best available. Often poor (hazardous) spaces exist within generally safe areas. These poor spaces must be avoided or occupied only as a last resort.

- A. Avoid spaces opposite doorways or openings into rooms that have windows in the exterior walls, particularly those facing south or west. This is a particularly critical consideration for schools, hospitals, and nursing homes.
- B. Avoid interior locations that contain windows such as display cases, transoms above doors, and door sidelights.
- C. Avoid interior locations under skylights or clerestories.
- D. Avoid locations where interior doors swing. When the storm hits, the doors are likely to swing violently.
- E. Avoid spaces within the falling radius of higher building elements, such as chimneys or upper walls enclosing higher roof areas. Assume that the falling radius is approximately equal to the height of the higher building element above the roof.

### 5. OTHER CONSIDERATIONS

Often the best available shelter spaces in a building cannot be occupied during emergencies for various reasons. Consideration of the following will help determine if the spaces can be occupied:

- A. What portion of the space is usable? Permanent equipment and furniture reduce the usable space.

- B. Which good spaces are often inaccessible in an emergency? Many suitable spaces normally are locked, with few people having keys.
- C. Which good spaces are unsuitable for occupancy due to operational reasons? Many secure spaces offer excellent protection, but operationally are not good to retain security over records, equipment, or money.
- D. Where are the building first aid kit or medical supplies? They should be in one of the safest spaces.
- E. Would protection levels increase significantly, and movement time-to-shelter decrease significantly, if people were jammed in at lower square-foot per person ratios? This is a valid alternative in lieu of using a lower quality of protection, with more space per person.

### 6. OPEN AREA SITES

Open area sites such as fairgrounds, campgrounds, amusement parks, zoos, outdoor stadiums, sports facilities, etc., are particularly dangerous during tornadoes because of the relatively large concentration of people in a small area and the (often) lack of adequate shelter space available onsite or immediately nearby. A few general principles should be used when developing tornado shelter for these sites.

- A. If a building or other substantial structure is available onsite or immediately nearby, establish shelter space in the innermost portions of the lowest floor possible. Avoid long span structures.
- B. Persons attending events in stadiums or grandstands that are substantially constructed (i.e., reinforced concrete, steel beams, etc.) could seek shelter under the grandstand if no other substantial shelter is immediately available.
- C. On open area sites where no adequate shelter is available, direct personnel to lie in a gully, ditch, or low spot on the ground and protect the body and head as much as possible.
- D. Do not establish shelters under temporary bleachers or in trailers or other types of temporary structures. They may collapse in the high winds and cause serious injury, or death.
- E. The least desirable place to be during a tornado is in a motor vehicle. Cars, buses, and trucks are tossed about easily by tornado winds. Direct any personnel in vehicles to stop and seek shelter away from the vehicle in a nearby ditch or ravine.

***Maps and Diagrams***

Based on the facility survey, develop maps or diagrams illustrating the locations of tornado shelters, evacuation assembly areas, the layouts of the ECC and the media center. Insert a copy of these diagrams and maps into the site emergency plan. A space for each diagram and some descriptive text are provided in the Sample Plan. Sample maps and diagrams can be found on pages 6 - 10 in Section Two.

***Worksheet Instructions***

On the following page are sample charts for organizing the capability assessment. Use the answers to the chart questions to help write the site emergency plan. Always use existing resources for the plan. If there are shortfalls in resources, correct the plan as the organization obtains those missing resources.

## Capability Assessment Worksheet

### Employee Skills

Employee Name	Skill	Phone Extension	Licensed or Certified

### Equipment Checklist

- |  |   |
|--|---|
| _____ sprinkler system<br>_____ portable telephones<br>_____ dry fire suppression<br>_____ alarm system<br>_____ radio communications<br>_____ fire extinguishers<br>_____ flashlights<br>_____<br>_____ | _____ portable radio<br>_____ spare batteries<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
|--|---|

### Local Response Capabilities

Closest fire department? \_\_\_\_\_

Has this fire department developed site specific information? \_\_\_\_\_

Hazardous Material team available? \_\_\_\_\_

Closest police station? \_\_\_\_\_

Closest hospital? \_\_\_\_\_

Local emergency management coordinator's name and phone number \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Facilities

Location of Emergency Control Center: \_\_\_\_\_

List Characteristics: \_\_\_\_\_

\_\_\_\_\_

Location of alternate Emergency Control Center: \_\_\_\_\_

Location of Evacuation Assembly Areas: \_\_\_\_\_

\_\_\_\_\_

Location of offsite Evacuation Assembly Area: \_\_\_\_\_

Location of Media Center: \_\_\_\_\_

Location of Tornado Shelters: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Step 4: Creating a Vital Records Preservation Program

### **Purpose**

Every organization possesses records containing information which is valuable to the organization. The type of information differs depending upon the function of the organization and its size and complexity. For some organizations, the information contained in their records is its single most valuable asset. Some records may be valuable due to legal requirements, historic value, or operational value. Possible vital records include personnel records, insurance records, fiscal records, blue prints, etc. The purpose of a vital records preservation program is to protect the essential information contained in the organization's records from loss or destruction. By identifying these records and protecting them, the organization will be better able to survive an event. This activity is usually considered a pre-disaster function; that is, once an emergency occurs, it is often difficult to save records not already properly protected.

### **Considerations**

Three basic questions must be answered in developing a Vital Records Preservation Program:

1. What information is vital to the operation of the organization?
2. Which records contain that vital information?
3. How can those records best be protected?

### **Protection Methods**

It is important to remember that not all records will be on paper. Some may exist only in a computer database, disks, tapes, drawings, video tapes, microfilm, etc.

Basically there are three ways to protect vital records:

1. Store or move the records to a different location.
2. Store in vaults, safes, or other types of protective devices.
3. Duplicate the records and store in a different location.

The method(s) chosen will depend upon the type of record involved, its value to the operation of the organization, and the size, type and complexity of the organization. Make provisions for preserving those records that, for whatever reason, cannot be duplicated, stored, or dispersed elsewhere. Unit emergency coordinators could be assigned this task for records within their work unit.

### **Site Survey**

To effectively identify all records it is essential to work with all work units. A survey is the best way to locate the records. Survey each work unit for the records that are absolutely essential to maintain its primary operations. Each work unit must also prioritize those records. Someone in management will have to prioritize all of the records based on the needs of the organization.

## SAMPLE VITAL RECORDS LIST

Work Unit	Type of Record	Location	Preservation Method	Responsible Person
Fiscal Management	Budget data	Budget Division Manager's Office	fireproof box; duplicate stored	Division Mgr./Info. Section Supervisor
Personnel	Employee Info. Personnel Database	Human Resources	duplicated weekly; copies stored offsite	Human Resource Director/Executive Secretary
Production	Product Specifications, Blueprints	Production Office	fireproof file cabinets	Production Manager

### Vital Records List Worksheet

<b>Work Unit</b>	<b>Type of Record</b>	<b>Location</b>	<b>Preservation Method</b>	<b>Responsible Person</b>

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# Implementing the Plan

## **Purpose**

To effectively implement a plan, it must be more than used during an actual emergency. It must be made known before an emergency situation occurs. To make the plan known, employees must be trained, and the plan must be exercised. Exercising and testing the site emergency plan also allows the site emergency team to determine, first hand, whether the plan will actually work. If certain procedures do not work, then the plan should be revised to reflect how the organization will actually handle that procedure.

## **Training**

The individual assigned the responsibility of ensuring that personnel are trained and familiar with the site emergency plan should develop an annual training schedule for the organization. In the Sample Plan, the site emergency coordinator is assigned this responsibility. This may not be the case in all facilities. Unit coordinators are expected to assist in this training.

This training schedule should establish:

- Who will train employees.
- How will new employees be trained.
- When will the training occur.
- What training method or activity will be used.
- Where will training take place.
- How will the activity be evaluated.

## **Training Methods**

Below are four methods of ensuring that the site emergency plan is known. A good training schedule will utilize all four methods during the training year:

- **Presentation and Discussions** - These are to inform all personnel about the hazards that threaten the site, the different warning signals, the where and how of common emergency equipment, the employee role in an actual emergency, and to introduce the site emergency team.
- **Tabletop Exercises** - This exercise familiarizes the site emergency team with their specific tasks during an emergency. These people meet in a conference room and discuss "What ifs" for different scenarios. This gives people with responsibilities an opportunity to consider how they will react during an actual emergency.

- **Drills** - A drill will test parts of the site emergency plan, such as communication, evacuation, sheltering, warning, etc. An example would be a fire drill, where the warning signal and site evacuation tasks are tested.
- **Full Scale Exercise** - A full scale exercise will test all aspects of the site emergency plan and involve actual activation of facilities and use of equipment. All employees, guests, etc., are involved. The site emergency team may want to coordinate this activity with the local emergency management office and their exercise activities.

## **Annual Update**

Annually, the site emergency team should review the plan for changes in procedure, structure, personnel, policy, etc. It is important to remember to inform personnel of any changes in procedures.

During exercise and drills, someone should be assigned the task of assessing whether or not the exercise went according to the site emergency plan. Any differences between the plan and actual events should be discussed. It should be determined whether the plan should be revised or whether additional training needs to occur because of these variations.

## **What Every Employee Needs To Know**

There are certain pieces of information that every employee needs to know in advance of an emergency. This information should be posted in prominent places within the site. Maps, diagrams, and memos may be appropriate. Remember, the following information is needed to protect people and property:

- How to safely evacuate the structure.
- Where fire alarm pulls are located.
- Where fire extinguishers are located.
- Where the tornado shelter is located.
- How they will be notified of what protective action to take.
- Where they should report during an evacuation.
- How they will be notified if they should not report to work.
- How to contact the fire or police departments.

# **Section Two**

## **Sample Plan**

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## SAMPLE PLAN INSTRUCTIONS

Section Two is a sample site emergency plan. The sample plan utilizes the information gathered in Section One. The sample plan contains sample text, resource lists, distribution lists, maps, diagrams and hazard specific checklists. Users should first review the material, determine their site needs, and then write the site emergency plan.

The Sample Site Emergency Plan contains two types of information. There is sample language and instructional text. The sample language is intended for users to use in their plan. Writers should feel free to change and edit the wording to fit their site's specific needs. Instructional text is intended to be removed from the completed product.

**All instructional text is in a bold font style, such as this type style. The beginning of each hazard specific section gives a brief explanation of the section. Within the sample plan, instructions are contained in (parentheses). The instructions are intended to guide users in describing the unique characteristics of their site. Users should replace these instructions with their site specific information. In the left column there are instructions intended to help the user understand the purpose of that specific section. The information in the left column may also refer the user to information gathered in Section One of the workbook.**

Below is an illustration of how the sample plan is constructed.

---

### INSTRUCTIONS

**Develop procedures for response to a fire threat at the site. Describe the notification, warning methods, and general response procedures. Assign emergency tasks to specific personnel or work units.**

### SAMPLE TEXT

#### **A. Notification and Warning**

1. Notification of a fire or explosion onsite is made by **(what means? fire alarm?)**.
2. The warning signal consists of **(describe the warning signal; i.e., gong, siren, ringing bell, horn, etc.)**.
3. The first person spotting a fire should activate the alarm system **(or describe other warning method)** and contact the **(name of jurisdiction)** Fire Department at **(telephone number)**.
4. The site is protected by **(what type(s) of fire protection equipment or systems; i.e., smoke detectors, alarm system with pull boxes, sprinkler system, etc.)**. When these systems are activated, the fire alarm sounds **(list another warning method if applicable)**.



The purpose of a signature page is to inform readers that management authorizes the procedures found in the plan. Management should review and authorize this plan annually or after each update. The signature page is an easy reference to determine the date of the last update. Some organizations may want to use a letter of introduction by the chief executive official or senior manager to certify and endorse the plan.

## **(Name of Site)** Site Emergency Plan

The procedures described in this plan are approved and current. These procedures will be followed to the extent practicable for all emergency situations at **(name of site, located where)**.

\_\_\_\_\_  
**Signature of site owner, manager, CEO.**  
Type the name and title below the line

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of site emergency coordinator**  
Type the name and title below the line

\_\_\_\_\_  
**Date**



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## DISTRIBUTION AND ASSIGNMENT LIST

Below is a sample distribution list. The purpose of the Distribution List is to track who has copies of the plan. Each employee with an emergency assignment that has an official copy of the plan should be listed below. When revisions are made, the Site Emergency Coordinator can use this list to distribute revised pages.

In addition, this list can also serve as the Emergency Control Center Call List for notifying personnel and identifying emergency assignments. Users of this sample plan may wish to use the "Site Emergency Team" worksheet developed in Section One.

Plan Copy Number	Name & Work Unit	Emergency Title	Telephone and Pager numbers	Emergency Assignment (page #)
1.		Director		
2.		Site Emergency Coordinator		
3.		Unit Coordinator ____		
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				



# INTRODUCTION

This section of the plan explains the purpose of the site emergency plan, identifies possible hazards to the site, and identifies necessary tasks. This section may also contain resource lists, vital records lists, and maps. In some organizations, it may be appropriate to place resource and vital records lists in different documents due to the size of the listing. Each organization will have to tailor this section and the following hazard specific sections to fit the positions they have decided to create for the Site Emergency Team.

## INSTRUCTIONS

Describe the purposes of this site emergency plan.

Using the Hazard Analysis developed in Section One; identify and describe the hazards to which the site is susceptible. Describe the threat(s) posed by the hazard(s) and the vulnerable population. An example of a Site Map can be found on page SP - 8 (refer to the correct page number for final plan).

Briefly summarize how the organization will respond to an emergency or disaster situation affecting the site. What day-to-day operations apply and what unique or special operations are utilized?

## SAMPLE TEXT

### Purpose

The following site emergency plan was written to provide response procedures to protect people and property during an emergency or disaster situation. This plan identifies and assigns personnel to various emergency tasks and responsibilities, thus creating the Site Emergency Team. This plan provides coordination between the Site Emergency Team response and governmental authorities to ensure an effective response.

### Vulnerability

(Name of site) is situated near (what hazard areas? i.e., highway, railroad tracks, manufacturing plant, river, etc.). (Name of site) is susceptible to (what hazards? i.e., flooding, hazardous material incident, bomb threat, etc.). If a disaster were to occur onsite, the primary concerns are (describe the effects the incident may cause; i.e., damage to equipment/ supplies or critical systems, injury to persons, loss of vital records/materials, etc.). See the Site Map Diagram on page SP - 8 for the locations of natural features, structures, roads and parking areas, and major population concentrations.

### Response Procedures

Response to an emergency situation or disaster affecting (name of site) is a cooperative effort between onsite departments and work units, and governmental authorities. Different emergency situations may require unique response procedures. In general (name of site) will respond in this manner during most emergency situations. Notification of an impending emergency or disaster situation is normally received from local government authorities (by what means? telephone, radio, television, etc.) through the warning entry point at (what location onsite? business office, security office, an employee, etc.). The designated Director of the Site Emergency Team is responsible for making protective action decisions and resource decisions. The designated Site Emergency Coordinator is responsible for activating the Site Emergency Plan, implementing protective action procedures, and coordinating response activities from the site Emergency Control Center (ECC). The ECC may be activated by the Director or Site Emergency Coordinator if conditions warrant and all Site Emergency Team response actions will be coordinated from this location.

Each (**name of work unit? division, classroom, section, building, etc.**) has a Unit Emergency Coordinator responsible for carrying out emergency procedures in their particular work unit. Upon notification of an emergency or disaster situation by the onsite warning system (**consisting of what? sirens, alarms, telephone, P.A. system, etc.**) or the Site Emergency Coordinator, all Unit Emergency Coordinators and other key emergency response personnel take immediate action as detailed in the hazard-specific checklists contained in this document.

The Site Emergency Team response may be enhanced by local government field forces and volunteer organizations as necessary. The Site Emergency Coordinator is responsible for notifying local government authorities of onsite emergency situations such as fires, bomb threats, and explosions by (**what means? telephone, radio, fire alarm system etc.**). The Site Emergency Coordinator will inform local authorities of the scope and magnitude of the situation and requests the necessary assistance. Local government forces may set up a command post onsite, as well as an on-scene emergency operations center close to the site if necessary. An onsite Media Center may be established to coordinate the dissemination of information and brief the media. During an extended or large scale emergency or disaster situation affecting the offsite community as well, a Joint Public Information Center (JPIC) may be established by (**insert name of emergency jurisdiction**) to facilitate the joint issuance of news releases to the media.

## SITE EMERGENCY TEAM

**Using the Site Emergency Team built in Section One, identify the individuals responsible for each position. Also describe or list the tasks each position is responsible for completing.**

The (**name of site or organization**) has created a Site Emergency Team to respond to emergency or disaster situations. This team is comprised of personnel from all (**insert name of work units, i.e., division, classroom, building, etc.**). Personnel are assigned emergency tasks that coincide as much as possible with their normal day-to-day functions. The Distribution and Assignment List on page SP - v contains the names and telephone numbers of Site Emergency Team members and other key emergency personnel.

The following is a listing of emergency assignments and a description of their primary responsibilities before and during an emergency or disaster situation.

### Director

The (**insert normal working title of person with this assignment**) is designated as the Director of the Site Emergency Team.

The Director's primary responsibilities are:

1. Authorizing and endorsing the site emergency plan.
2. Appointing personnel to perform emergency tasks.
3. Determining what records are vital to the organization.
4. Deciding what protective actions should be taken for emergency or disaster situations.
5. Authorizing the use of organization resource when appropriate.



See “Implementing the Plan” in Section One for more information on maintaining and testing the Site Emergency Plan

### Site Emergency Coordinator

The **(insert normal working title of person with this assignment)** is designated as the Site Emergency Coordinator.

The Site Emergency Coordinator’s primary responsibilities are:

1. Maintaining a current Site Emergency Plan.
1. Testing the site emergency plan on a regular basis.
2. Training and activating personnel to perform emergency tasks, including personnel from each work unit to serve as Unit Emergency Coordinators.
3. Organizing and maintaining an Emergency Control Center (ECC) with adequate communications capability. (See page SP - 6.)
4. Ensuring that vital records are identified and protected. (See page SP - 11.)
5. Activating the site emergency plan and ECC, coordinating onsite response forces, and implementing protective actions.
6. Notifying local government authorities of an onsite emergency or disaster situation.
7. Implementing decisions and directives from the Director.
8. Implementing recall procedures for all evacuated and/or sheltered persons.
9. As necessary, providing for the emergency housing and feeding needs of personnel isolated at the site due to an emergency or disaster situation.

### Unit Emergency Coordinator(s)

Individuals from each **(insert normal title(s) of the site’s work units, such as division, classroom, building, etc.)** are designated to the Unit Emergency Coordinator positions.

Unit Emergency Coordinator’s primary responsibilities are:

1. Participating in site emergency plan review and updates.
2. Training unit personnel in site emergency procedures.
3. Identifying, before an emergency, vital unit records that need protection.
4. Notifying persons onsite of the need to evacuate or seek protective shelter.
5. Directing persons to designated evacuation assembly area(s) or protective shelter(s).
6. Ensuring that all persons have taken the appropriate protective actions.
7. Coordinating shut-down (and start-up) procedures (if applicable) with the appropriate personnel.
8. Ensuring that vital records (including papers, documents, and computer information) not duplicated and stored at another location are protected from the effects of a disaster. (See page SP - 11).
9. Assisting security personnel control the movement of people and vehicles.
10. Accounting for all personnel at the evacuation assembly area(s) or in protective shelters.
11. Issuing further instructions and updates to personnel as necessary.
12. Assisting with disaster assessment as necessary.

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### **Emergency Warning/Communications Coordinator**

The **(insert normal working title of person with this assignment)** is designated as the Emergency Warning/ Communications Coordinator.

Primary responsibilities are:

1. Participating in site emergency plan review and updates.
2. Maintaining a primary and backup communications system between the ECC, the various work units onsite, and the local emergency management jurisdiction.
3. Establishing a message control system for logging messages received by and dispatched from the ECC.
4. Receiving and disseminating information about an emergency or disaster situation that has occurred, or is imminent.
5. Activating the onsite warning and/or instructional system, if necessary.
6. Notifying ECC staff and other emergency personnel. (See **Distribution and Assignment List , SP - v, and Resource List SP - 12.**)
7. Establishing communications links between the ECC and a Media Center, if activated.

### **Emergency Assessment Coordinator**

The **(insert normal working title of person with this assignment)** is designated as the Emergency Assessment Coordinator.

Primary responsibilities are:

1. Participating in site emergency plan review and updates.
2. Collecting and compiling information on the emergency or disaster situation.
3. Maintaining a written record of all events that occur including actions taken, decisions made and by whom, personnel involved, costs incurred, etc.
4. Reporting verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
5. Displaying information in the ECC.
6. Assisting with the preparation of other reports as necessary, including an after-action report.

### **Emergency Information Coordinator**

The **(insert normal working title of person with this assignment)** is designated as the Emergency Information Coordinator.

Primary responsibilities are:

1. Participating in site emergency plan review and updates.
2. Obtaining verified disaster-related information.
3. Preparing and issuing news releases to the media.
4. Establishing a Media Center (as necessary) during an onsite emergency or disaster situation to coordinate emergency information and brief the media.
5. Conducting media tours of the onsite emergency scene, whenever possible.
6. Coordinating with local government authorities in establishing a Joint Public Information Center (JPIC) for conducting press conferences and issuing news releases during an extended or large scale emergency or disaster situation affecting more than one area.

**Add other applicable systems, such as elevator, electric, or computer, etc.**

### **Emergency Maintenance Coordinator**

The **(insert normal working title of person with this assignment)** is designated as the Emergency Maintenance Coordinator.

Primary responsibilities are:

1. Participating in site emergency plan review and updates.
2. Maintaining procedures for controlling site systems, such as start-up and shut-down of heating and cooling systems.
3. Coordinating operation of utility systems at the site, including repair. Drawings of utility systems should be maintained (and readily accessible) for use during emergencies.
4. Providing emergency repair/power services as necessary.
5. Erecting barricades and other traffic/access control devices as necessary.
6. Providing for debris clearance and site clean up as necessary.
7. Providing damage inspection and site re-entry recommendations.
8. Replenishing, repairing and/or replacing emergency equipment (including fire extinguishers) after an emergency.

### **Emergency Medical Coordinator**

The **(insert normal working title of person with this assignment)** is designated as the Emergency Medical Coordinator.

Primary responsibilities are:

1. Participating in site emergency plan review and updates.
2. Ensuring that emergency medical care is provided to injured persons (as necessary and possible).
3. Collecting and compiling health/medical disaster information for the Emergency Assessment Coordinator.
4. Coordinating offsite ambulance calling and pick-up, medical assistance, etc.

### **Emergency Security Coordinator**

The **(insert normal working title of person with this assignment)** is designated as the Emergency Security Coordinator.

Primary responsibilities are:

1. Participating in site emergency plan review and updates.
2. Controlling the movement of people and vehicles at the site and maintaining access lanes for emergency vehicles and personnel.
  1. Preventing unauthorized entry into hazardous or secured areas, such as the ECC or Media Center, and other site facilities as necessary.
  2. Assisting with the care and handling of injured persons.
  3. Assisting with fire suppression, if necessary.
1. Directing media representatives to the Media Center, if established.

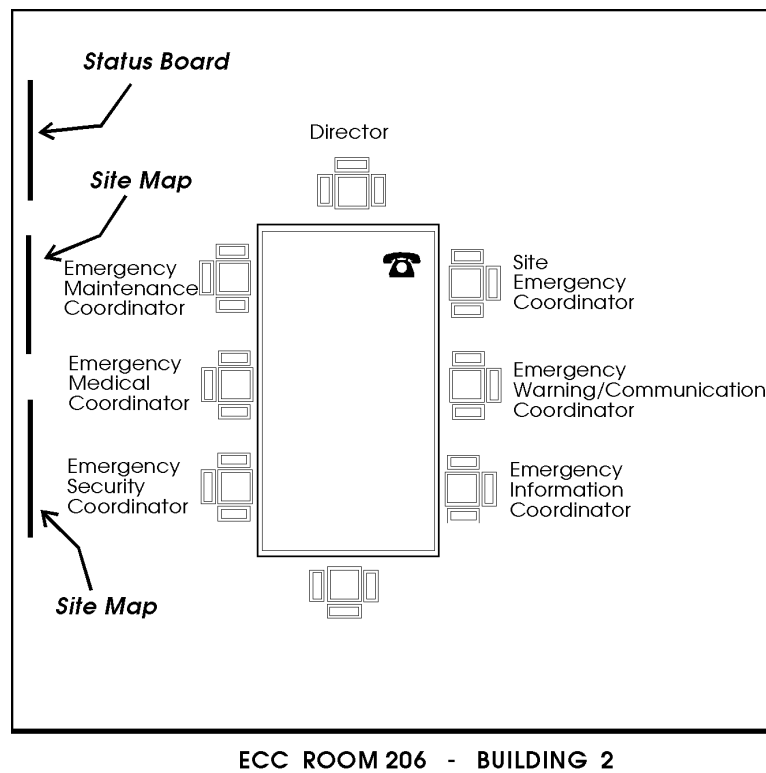
**List and describe any other emergency functions unique to the site identified earlier in Section One. (i.e., evacuating or sheltering animals at zoological parks and horse racetracks; evacuating or sheltering patrons at amusement parks and fairgrounds; providing for non-ambulatory clients; dealing with large public gatherings onsite; securing and/or transporting prisoners; etc.)**

## EMERGENCY CONTROL CENTER

Using the Emergency Control Center identified in Section One, describe the function of the Emergency Control Center (ECC). If necessary, develop a more detailed section of ECC operating procedures including supply requirements, message flow, etc.

The (**name of site**) ECC is located in (**what building, room, part of site?**). It has the following capabilities: (**Number of telephone lines, radio equipment, amount of space, restroom facilities, fax machine, copy machine, work space etc .**). Key emergency personnel assemble at the ECC to receive information and direction, and to coordinate response to an emergency or disaster situation. All emergency tasks are coordinated from this center. The Director of the Site Emergency Team provides executive direction at the ECC (the Site Emergency Coordinator may represent him/her) and the Site Emergency Coordinator directs the onsite response. Within the ECC, population safety and property protection measures are considered and implemented. All information on the situation is channeled through the ECC and compiled. The ECC may be partially activated with the Director and Site Emergency Coordinator meeting with the Emergency Warning/Communications Coordinator, Emergency Assessment Coordinator, Emergency Maintenance Coordinator, and Emergency Security Coordinator, as needed; or it may be fully activated with all key personnel meeting on a continuous 24 hour basis. If the situation warrants, an alternate ECC can be established at (**what building, room, part of site or adjacent area? i.e., onsite assembly area or evacuation assembly area?**).

### Emergency Control Center Diagram



# MEDIA CENTER

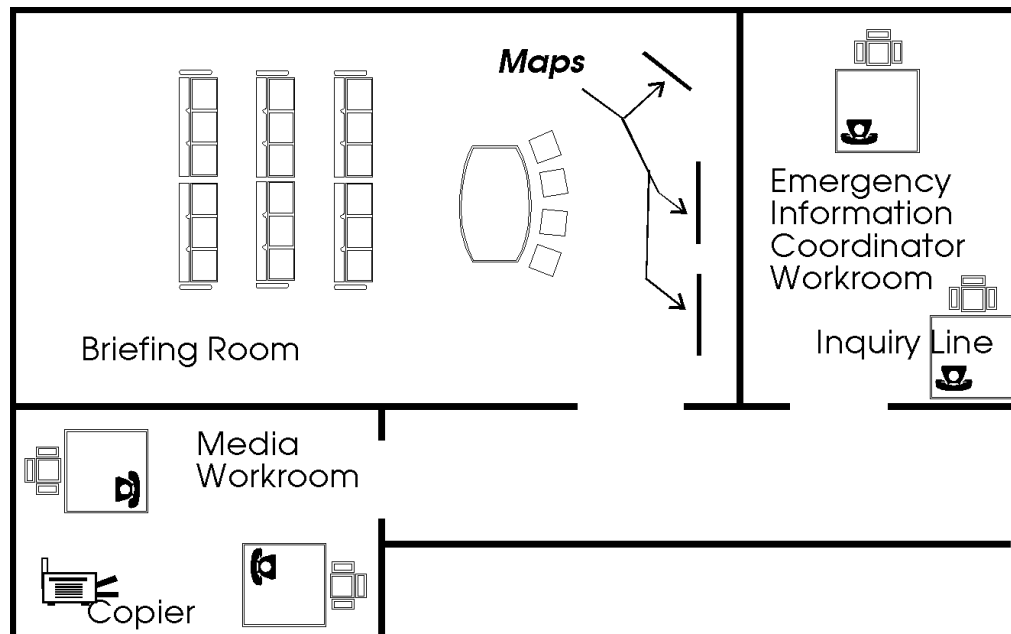
**Using the Media Center identified in Section One under Capability Assessment, briefly describe the site's Media Center. If there is no Media Center, delete this section. Under the Emergency Information Coordinators position, describe briefly how emergency information will be issued.**

In the event of an onsite emergency or disaster situation with substantial media interest, a Media Center will be established (**describe the location of the Media Center** ). The Media Center brings the media together in one room to be briefed on the situation. It facilitates the rapid dissemination of timely, accurate information and helps alleviate confusion and uncertainty. The Emergency Information Coordinator is responsible for operating the Media Center and equipping it with necessary supplies and equipment. Clerical staff will be utilized as necessary. The Media Center has adequate workspace for the media and a room to conduct press briefings. ). If a Joint Public Information Center (JPIC) is established by local officials, the Emergency Information Coordinator will serve as the official spokesperson for (**name of site**) at the JPIC.

A special telephone(s) line may be reserved for family members wishing to obtain information about injured personnel. The telephone number will be included in written news releases and widely publicized by the news media

If conditions do not warrant the establishment of a Media Center, the Emergency Information Coordinator may take calls and brief the media from his/her office or work area or (**describe another location if applicable**).

## Media Center Diagram

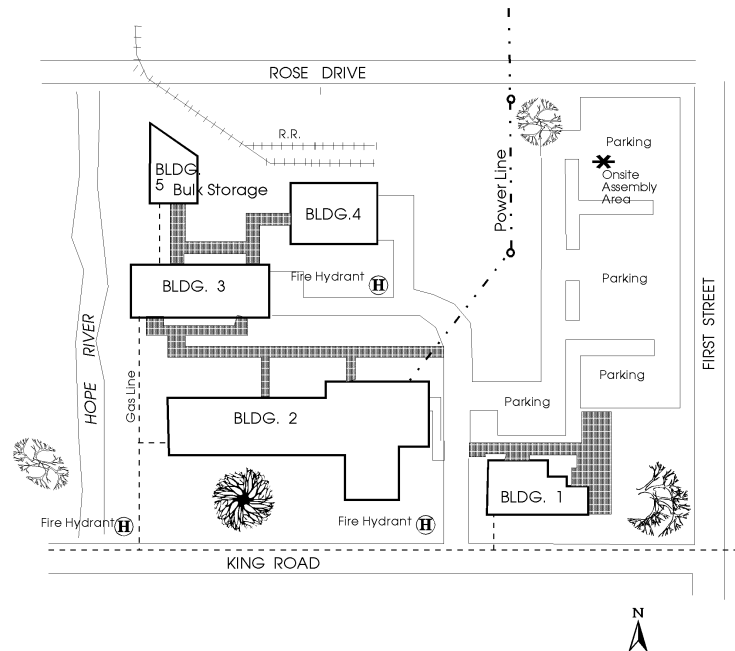


MEDIA CENTER - ROOM 204 - BUILDING 2

## SITE MAP DIAGRAM

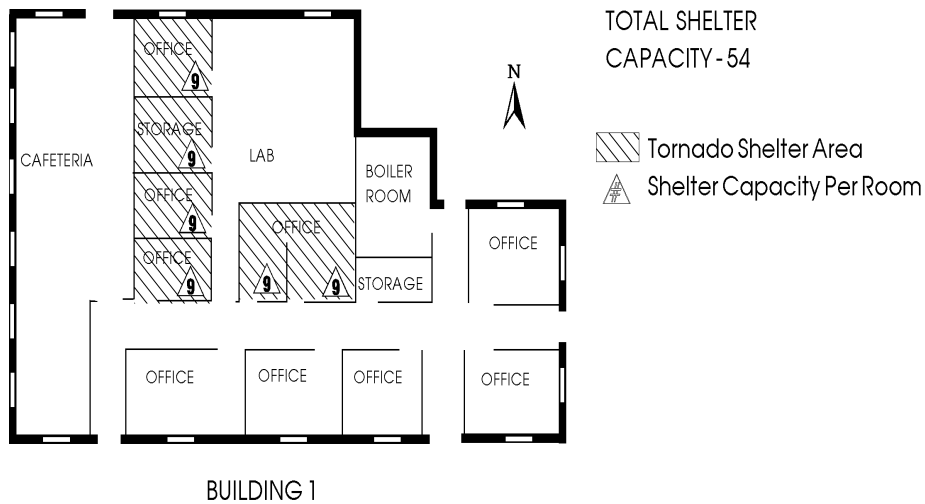
The following few pages are sample maps and diagrams that sites should include in their Site Emergency Plans. It may be appropriate to post some of these maps or diagrams in public places to remind personnel and show guests the locations of exits, fire extinguishers, assembly areas, etc.

Draw a simple map of the site showing locations of structures, roads, parking area, natural features, and major population concentrations. The Site Map should also show the locations of hazard areas, such as rivers, chemical storage facilities, railroad tracks or spurs, gas mains, etc. The Site Map can also illustrate the location of the Media Center and Emergency Control Center, onsite warning devices, fire fighting or other emergency equipment, major utility systems, and other features deemed essential for emergency purposes. Include a legend showing all symbolic and numerical representations used for labeling features, or label features on the map.



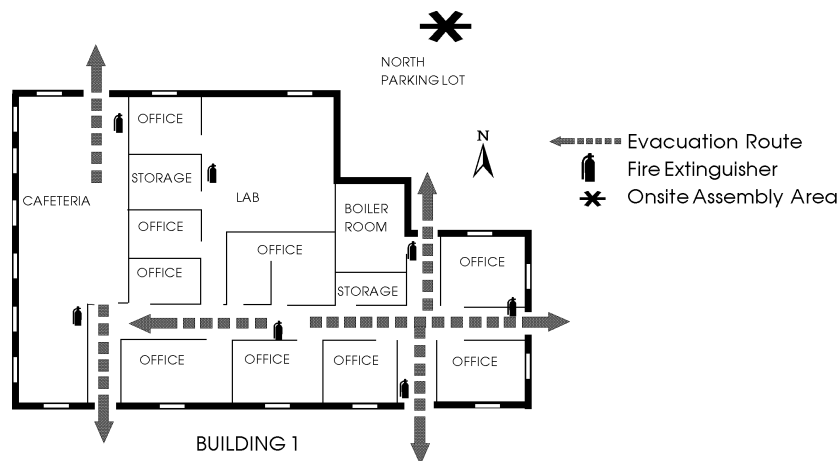
## EVACUATION MAP

Insert a diagram(s) of the exit routes that personnel and/or the general public will use in the event of the need to evacuate the building. Identify on the map the evacuation assembly area(s) developed in "Capability Assessment" in Section One where personnel can assemble to be accounted for and receive further instructions. Include a legend identifying the location of fire extinguishers and alarms. This diagram may be posted in the building to teach the location of all exits.



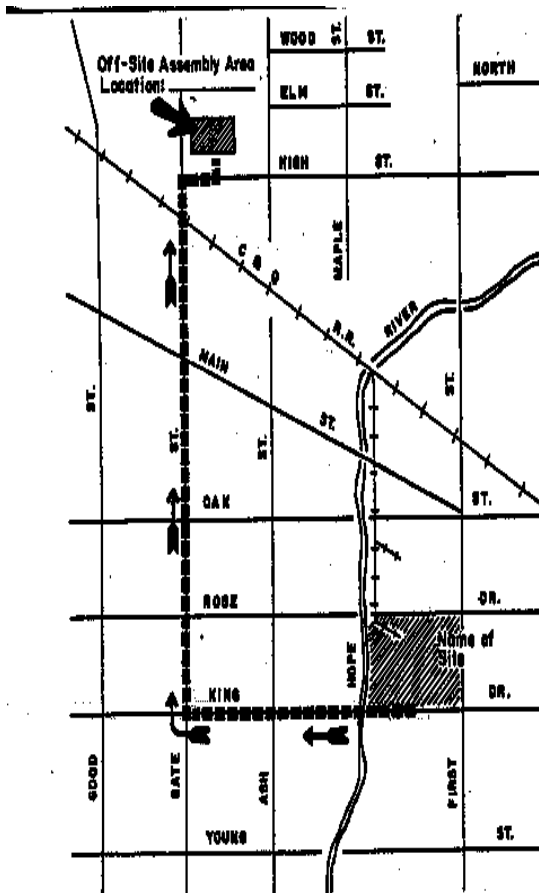
## TORNADO SHELTER DIAGRAM

Insert the diagram developed in "Capability Assessment" of Section One. Remember tornado shelter needs will vary according to the size and type of site involved. It may be helpful to post copies of this diagram throughout the building.



## EVACUATION ROUTES AND OFFSITE ASSEMBLY AREA

Insert a diagram illustrating the routes that personnel will use in evacuating from the site to an offsite assembly area identified in the "Capability Assessment" in Section One. If necessary, identify alternate evacuation routes in the event primary routes are unusable due to flooding or blocked off. Identify an assembly area that is easily recognized and offers protection from the elements. One option is a shopping mall. Personnel should be made aware that they are expected to assemble there to be accounted for and to receive further instructions.





## VITAL RECORDS LIST

Using the Vital Records List worksheet developed in Section One, list those records that the organization has determined must be protected during an emergency or disaster situation. Some organizations may find it convenient to maintain a separate file or binder with this information due to the size of the listing. By identifying and protecting these records prior to an incident, the organization will be better able to recover from that incident.

<b>Work Unit</b>	<b>Type of Record</b>	<b>Location</b>	<b>Preservation Method</b>	<b>Responsible Person</b>

## RESOURCE LIST

A resource list provides a single point of reference for available public and private sector resources within, as well as outside of the site's community. This list should contain those resources that the organization may need during an emergency situation or disaster. These resources include, but are not limited to equipment, supplies, professional services, computer services, communication services, key officials, etc. It may be useful to list the resources by general categories as outlined below for easy reference.

Develop a list of resources the site may need to assist in emergency operations and disaster recovery. Organizations with a long resource list may want to develop a separate Resource Manual rather than including the complete listing in the Site Emergency Plan.

Insert the name and telephone numbers of key public officials, utility company representatives, and corporate officials. Include company headquarters, Intermediate School District (for a school), etc., that the organization may need to contact during an emergency or disaster situation.

List equipment and vehicle resources that the organization may need during an emergency or disaster situation.

List supplies that the site may need during an emergency or disaster situation.

### KEY OFFICIAL CONTACT LIST

<u>Name/Title of Official</u>	<u>Telephone Numbers</u>	
	<u>Office</u>	<u>Home</u>
1.		
2.		
3.		
4.		
etc.		

### EQUIPMENT AND VEHICLES

<u>Equipment/ Vehicle Type</u>	<u>Company/ Organization</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone Number</u>
1.				
2.				
3.				
4.				
etc.				

### SUPPLIES

<u>Supply</u>	<u>Company/ Organization</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone Number</u>
1.				
2.				
3.				
4.				
etc.				

List any services or special expertise, such as computer recovery or rental space, that may be needed during an emergency situation or disaster.

### EXPERTISE AND SERVICES

<u>Specialty Service</u>	<u>Company/ Organization/ Individual</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone Number</u>
1.				
2.				
3.				
4.				

List all media contacts that may be used during an emergency or disaster situation.

### MEDIA CONTACT LIST

#### RADIO

<u>Call Letters</u>	<u>Frequency</u>	<u>Broadcast Hrs</u>	<u>Telephone Number</u>	<u>Station</u>
<u>Address</u>	<u>News Deadline</u>	<u>Unlisted Phone #</u>	<u>Nighttime Phone #</u>	<u>Manager/ News Director</u>
1.				
2.				
3.				
4.				

#### TELEVISION

<u>Call Letters</u>	<u>Channel</u>	<u>Broadcast Hrs</u>	<u>Telephone Number</u>	<u>Station</u>
<u>Address</u>	<u>News Deadline</u>	<u>Unlisted Phone #</u>	<u>Nighttime Phone #</u>	<u>Manager/ News Director</u>
1.				
2.				
3.				

#### NEWSPAPER

<u>Name</u>	<u>Address</u>	<u>Frequency of Publication</u>	<u>Managing Editor</u>	<u>News</u>
<u>Deadline</u>	<u>24 hour Newsroom #</u>			
1.				
2.				
3.				

#### NEWS SERVICES

<u>Name</u>	<u>Address</u>	<u>Contact</u>	<u>24 hour Phone #</u>
1.			
2.			

## FIRE OR EXPLOSION PROCEDURES

The threat of fire and explosion exists at every site. Fire and explosion can be caused by accidental circumstances, such as inadequate or damaged electrical wiring, or careless use of flammable materials. The cause of fire also can be intentional, as in the case of arson or sabotage. Fires are most devastating when they occur to sites with large concentrations of people, such as schools, hospitals, theaters, or office buildings. Heat, smoke, and flying or falling debris may cause injury or loss of life to persons at or near the site. Structural damage or collapse may occur if a fire or explosion is strong enough. In crowded buildings, panic may result in further injuries if people attempt to evacuate in a disorganized manner. Vital records may be damaged or destroyed by the fire or by water from overhead sprinkler systems, often resulting in significant economic and legal complications. Essential operations may be disrupted for a long period of time as facilities are repaired or reconstructed.

### INSTRUCTIONS

Develop procedures for response to a fire threat at the site. Describe notification and warning methods and general response procedures. Assign emergency tasks to specific personnel or work units.

At some sites, such as hospitals, nursing homes, etc., immediate evacuation may not be possible; therefore, alternate procedures must be developed. Also, some sites may have large public gatherings, such as shopping malls, civic centers, amusement parks, etc., requiring additional procedures other than those included here.

### SAMPLE TEXT

#### Notification and Warning

1. Notification of a fire or explosion onsite is made by **(what means? fire alarm?)**.
2. The warning signal consists of **(describe the warning signal; i.e., gong, siren, ringing bell, horn, etc.)**.
3. The first person spotting a fire should activate the alarm system **(or describe other warning method)** and contact the **(name of jurisdiction)** Fire Department at **(telephone number)**.
4. The site is protected by **(what type(s) of fire protection equipment or systems; i.e., smoke detectors, alarm system with pull boxes, sprinkler system, etc.)**. When these systems are activated, the fire alarm sounds **(list another warning method if applicable)**.

#### General Response

1. The Director or Site Emergency Coordinator will fully activate the ECC, if it is safe to do so.
2. If necessary, an alternate ECC will be established at the evacuation assembly area Site Map Diagram on page SP - 8.
3. Personnel should evacuate the site upon hearing the alarm and report to the assembly area.
4. Small or isolated fires should be extinguished if safely possible. (See Evacuation Map on page SP - 9 for fire extinguisher locations).
5. Unit Emergency Coordinators will check their work areas to ensure that all persons have taken the appropriate action.
6. Unit Emergency Coordinators will account for their personnel at the evacuation assembly area and report this information to the Site Emergency Coordinator.
7. Personnel should remain at the assembly area for further instructions.
8. The Site Emergency Coordinator will authorize reentry into the site/facility after being cleared to do so by the fire official in charge of the scene.
9. The all-clear notice will be disseminated to personnel at the assembly area.

**Typical tasks for the Director might include:**

**List other tasks as necessary.**

**Typical tasks for the Site Emergency Coordinator might include:**

**List all the utilities and their phone numbers that directly effect the site.**

**List other tasks as necessary.**

**Typical tasks for the Unit Emergency Coordinator might include:**

**List other tasks as necessary.**

## Director Checklist

- 1. Report to the ECC, if conditions allow.
- 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and help establish an alternate ECC.
- 3. Determine the extent of the fire or explosion.
- 4. Determine what staff and personnel should do during interim period.
- 1. Authorize the use of organization resources by Site Emergency Team and local response agencies.

## Site Emergency Coordinator Checklist

- 1. Ensure that the **(name of jurisdiction)** Fire Department has been notified.
- 2. Ensure that the fire alarm system has been activated.
- 3. Determine the extent of the fire or explosion, if possible.
- 4. Activate the ECC if conditions allow.
- 5. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and establish an alternate ECC there.
- 6. Activate the Site Emergency Plan.
- 7. Coordinate with maintenance personnel, utility companies, and the fire department in shutting down utility lines or systems that might present an additional hazard (i.e., gas main).
  - a.) **(Name of Electric Company):** .....(number)
  - b.) **(Name of Telephone Company):** .....(number)
  - c.) **(Name of Gas Company):** .....(number)
  - d.) **(Name of Water Department):** .....(number)
- 8. Coordinate actions of personnel with those of offsite responders.
- 9. Augment personnel and resources as necessary.
- 10. Coordinate utility start-up procedures with maintenance personnel, utility companies, and the fire department.
- 11. Recall evacuated personnel when it is safe to do so.

## Unit Emergency Coordinator Checklist

- 1. Notify persons of the need to evacuate.
- 2. Ensure that non-duplicated vital records located within the unit are preserved. (See Vital Records List on page SP - 11.)
- 3. Coordinate unit shut-down procedures as necessary.
- 4. Direct persons to the assembly area located (where?). (See evacuation assembly area identified on the Site Map Diagram on page SP - 8.)
- 5. Determine the extent of the fire or explosion (if safely possible) and report this information to the Site Emergency Coordinator.
- 6. Ensure that all persons in the unit have evacuated.
- 7. Account for all unit personnel at the assembly area.
- 8. Inspect work area for damage as soon as conditions permit. Report damage to the Site Emergency Coordinator in the ECC.
- 1. Coordinate unit start-up procedures as necessary.

**Typical tasks for the  
Emergency Assessment  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency  
Warning/Communications  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Information  
Coordinator might include:**

**List other tasks as  
necessary.**

## Emergency Assessment Coordinator Checklist

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Maintain a written record of all events that occur during the fire, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. If possible, a photographic or video record should be arranged.
- \_\_\_ 4. As conditions permit, collect and compile damage information.
- \_\_\_ 5. Report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. Prepare an after-action report.

## Emergency Warning/Communications Coordinator Checklist

- \_\_\_ 1. Activate the fire alarm system, if applicable.
- \_\_\_ 2. Report to the ECC, if conditions allow, and maintain a primary and alternate communications system between the ECC, the various work units onsite, and (**insert name of local emergency management jurisdiction**.)
- \_\_\_ 3. Notify ECC staff as necessary. (See Distribution and Agency Assignment List on page SP - v.)
- \_\_\_ 4. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram and report to the alternate ECC established there.
- \_\_\_ 5. Notify key officials as necessary. (See Resource List on page SP - 12.)
- \_\_\_ 6. Log messages received by and dispatched from the ECC.
- \_\_\_ 1. Establish communications links between the ECC and Media Center (if activated).

## Emergency Information Coordinator Checklist

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Obtain verified information about the fire damage.
- \_\_\_ 4. Prepare and issue news releases to the media.
- \_\_\_ 5. Establish a Media Center (as necessary).
- \_\_\_ 1. Conduct media tours of the fire or explosion scene (if possible).

## Emergency Medical Coordinator Checklist

**Typical tasks for the  
Emergency Medical  
Coordinator might include:**

**List other tasks as  
necessary.**

- 1. Report to the ECC, if conditions allow.
- 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- 3. Ensure that emergency medical care is provided to injured persons.
- 4. Coordinate offsite medical assistance, ambulance calling/pickup, etc.
- 5. Collect and compile fire/explosion-related health/ medical information for the Emergency Assessment Coordinator.

## Emergency Maintenance Coordinator Checklist

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as  
necessary.**

- 1. Report to the ECC, if conditions allow.
- 2. Shut down utility lines or systems as necessary.
- 3. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- 4. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- 5. As conditions permit, inspect the site for damage and provide re-entry recommendations. Note: Local fire officials will make the final determination as to whether or not the site is safe to re-enter.
- 6. Provide emergency repair services as necessary.
- 7. Assist with debris clearance and site cleanup as necessary.
- 8. Provide auxiliary power/lighting as necessary.
- 9. Start up utility lines or systems when appropriate.
- 10. Replenish, repair, or replace emergency equipment (including fire extinguishers) as necessary.

## Emergency Security Coordinator Checklist

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as  
necessary.**

- 1. Report to the ECC, if conditions allow.
- 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- 3. Direct fire personnel to the fire scene.
- 4. Control the movement of people and vehicles at the site.
- 5. Maintain access lanes for emergency vehicles and personnel.
- 6. Prevent unauthorized entry into the hazardous area, ECC, and Media Center (if established).
- 7. Assist with fire suppression as necessary.
- 8. Assist with the care and handling of injured persons as necessary.
- 1. Direct media representatives to the Media Center, if established.

# TORNADO PROCEDURES

Tornadoes are nature's most violent storms, and over a small area, the most destructive. A tornado's whirling winds may reach 300 miles per hour or more. Generally short-lived and fast moving, they can level whole city blocks in a matter of seconds. The violent winds destroy buildings and hurl debris through the air, resulting in injury or loss of life and significant property damage. Other risks include fallen trees and power lines, ruptured gas lines, broken sewer and water mains, and possible fires. Damage or destruction of facilities and equipment at the site, and the loss of vital records may result in significant economic loss and disruption of essential operations for a long period of time. The National Weather Service is responsible for issuing weather warnings to the public. A tornado watch means that conditions are right for tornadoes to develop. A tornado warning means that a tornado has been sighted in the area. The local emergency management office may have a weatherspotter network established to monitor the sky for tornadoes. If possible, the site should participate in that network.

## INSTRUCTIONS

Develop procedures for response to a tornado threat affecting the site. Describe notification and warning methods and general response procedures. Assign emergency tasks to specific personnel or work units.

This signal or alarm should be different than the onsite fire alarm.

## SAMPLE TEXT

### Notification and Warning

1. Notification of a tornado warning is received by **(what means? local sirens? commercial radio and television? NOAA Weather Radio? Weatherspotters? List all that are applicable)**.
2. When a tornado watch is issued, or when severe or threatening weather conditions exist, the Site Emergency Coordinator dispatches **trained** personnel to serve as weatherspotters.
3. Personnel sighting a funnel cloud should immediately report it to the **(name of jurisdiction) Police (Sheriff?) Department** by calling **(insert telephone number)**.
1. The Emergency Warning/Communications Coordinator should also be notified at **(insert telephone number)** so that the onsite warning system can be activated.
2. The onsite warning signal for a tornado consists of **(describe the warning signal; i.e., gong, siren, ringing bell, horn, etc.)**.

### General Response

1. When a tornado watch is issued, the Site Emergency Coordinator will partially activate the ECC to monitor weather conditions.
2. If a tornado warning is issued, personnel should seek protective shelter **(where? list designated shelter areas)**. See Tornado Shelter Diagram on page SP - 9 for the location(s) of shelter areas.
3. Unit Emergency Coordinators will check their work areas (if possible) before seeking shelter to ensure that all persons have received the warning notice and have gone to the shelter.
4. Unit Emergency Coordinators will account for their personnel at the tornado shelter and will report this information to the Site Emergency Coordinator.
5. When the tornado warning is canceled or downgraded, the Site Emergency Coordinator will determine if continued weather monitoring is advisable and take the appropriate steps as necessary.
6. Personnel should remain in the tornado shelter until the all-clear notice is given.
7. If the site has received damage, the ECC will be activated to coordinate recovery efforts



Typical tasks for the Director might include:

List other tasks as necessary.

Typical tasks for the Site Emergency Coordinator might include:

List other tasks as necessary.

Typical tasks for the Unit Emergency Coordinator might include:

List other tasks as necessary.

### Director Checklist

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If a tornado has been spotted, or a warning issued, seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 3. Determine what staff and personnel should do during interim period.
- \_\_\_ 4. Authorize the use of organization resources by Site Emergency Team and local response agencies.

### Site Emergency Coordinator Checklist

- \_\_\_ 1. Partially activate the ECC to monitor weather conditions.
- \_\_\_ 2. Activate the Site Emergency Plan.
- \_\_\_ 3. Dispatch weatherspotters (See Emergency Security Coordinator Checklist) as necessary to watch for threatening weather formations and funnel clouds.
- \_\_\_ 4. Ensure that the onsite tornado warning system is activated if a tornado is sighted, or if a tornado warning is issued by the National Weather Service.
- \_\_\_ 5. If a tornado has been spotted, or a warning issued, seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 6. Ensure that a working battery-powered radio is present in the shelter to listen for changes in weather conditions.
- \_\_\_ 7. As conditions permit, dispatch personnel to inspect the site for damage.
- \_\_\_ 8. If necessary, coordinate with maintenance personnel, utility companies, and the fire department in shutting down utility lines or systems that might present an additional hazard (i.e., gas main).

- a) (Name of Electric Company): ..... (number)
- b) (Name of Telephone Company): ..... (number)
- c) (Name of Gas Company): ..... (number)
- d) (Name of Water Department): ..... (number)
- e) (Name of jurisdiction) Fire Department: ..... (number)
- f) (Maintenance Unit): ..... (number)

- \_\_\_ 9. Recall sheltered personnel when the tornado warning notice has been terminated or when conditions are safe.
- \_\_\_ 10. Coordinate actions of personnel with those of offsite responders.
- \_\_\_ 11. Coordinate utility start-up procedures (as necessary) with maintenance personnel, utility companies, and the fire department.

### Unit Emergency Coordinator Checklist

- \_\_\_ 1. Notify persons of the need to seek protective shelter.
- \_\_\_ 2. Ensure that non-duplicated vital records located within the unit are preserved. (See Vital Records List on page SP - 11.)
- \_\_\_ 3. Coordinate unit shut-down procedures as necessary.
- \_\_\_ 4. If a tornado is sighted, or if a warning is issued, direct persons to the tornado shelter located (where?). (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 5. Ensure that all persons in the unit have sought shelter. Account for unit personnel at the tornado shelter.
- \_\_\_ 6. As conditions permit, inspect work area for damage and report this information to the Site Emergency Coordinator in the ECC.
- \_\_\_ 7. Coordinate unit start-up procedures as necessary.

Typical tasks for the  
Emergency Assessment  
Coordinator might include:

List other tasks as  
necessary.

Typical tasks for the  
Emergency  
Warning/Communications  
Coordinator might include:

List other tasks as  
necessary.

Typical tasks for the  
Emergency Information  
Coordinator might include:

List other tasks as  
necessary.

Typical tasks for the  
Emergency Medical  
Coordinator might include:

List other tasks as  
necessary.

## Emergency Assessment Coordinator Checklist

- \_\_\_ 1. Report to the ECC (as necessary) to maintain a record of events that occur.
- \_\_\_ 2. If a tornado is sighted, or if a tornado warning is issued, seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 3. As conditions permit, collect and compile damage information.
- \_\_\_ 4. Report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. Prepare an after-action report.

## Emergency Warning/Communications Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- \_\_\_ 2. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. Activate the onsite tornado warning system if a tornado is sighted or if a tornado warning is issued by the National Weather Service.
- \_\_\_ 4. Seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 5. Notify key officials as necessary. (See Resource List on page SP - 11.)
- \_\_\_ 6. Log messages received by and dispatched from the ECC.
- \_\_\_ 1. Establish communications links between the ECC and Media Center (if activated).

## Emergency Information Coordinator Checklist

- \_\_\_ 1. If a tornado is sighted, or if a tornado warning is issued, seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
  - \_\_\_ 2. As conditions permit, report to the ECC.
  - \_\_\_ 3. Obtain verified information about the tornado damage.
  - \_\_\_ 4. Prepare and issue news releases to the media.
  - \_\_\_ 5. Establish a Media Center (as necessary).
  - \_\_\_ 6. Coordinate with the local government Public Information Official or Emergency Management Coordinator in establishing a Joint Public Information Center (if conditions warrant).
- (Name/title of Public Information Official):**  
**(work phone #) (home phone #)**  
**(Name/title of Emergency Management Coordinator)**  
**(work phone #) (home phone #)**
- \_\_\_ 7. Conduct media tours of the damaged areas (if possible).

## Emergency Medical Coordinator Checklist

- \_\_\_ 1. If a tornado is sighted, or if a tornado warning is issued, seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 2. As conditions permit, report to the ECC.
- \_\_\_ 3. Ensure that emergency medical care is provided to injured persons.
- \_\_\_ 4. Coordinate offsite medical assistance, ambulance calling/pickup, etc.
- \_\_\_ 1. Collect and compile tornado-related health/medical information for the Emergency Assessment Coordinator.

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as  
necessary.**

## Emergency Maintenance Coordinator Checklist

- \_\_\_ 1. Report to the ECC to coordinate emergency maintenance functions.
- \_\_\_ 2. If a tornado is sighted, or if a tornado warning is issued, seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 3. Shut down utility lines or systems as necessary.
- \_\_\_ 4. As conditions permit, inspect the site for damage and provide re-entry recommendations.
- \_\_\_ 5. Erect barricades and other traffic/access control devices as necessary.
- \_\_\_ 6. Provide emergency repair services as necessary.
- \_\_\_ 7. Assist with debris clearance and site cleanup as necessary.
- \_\_\_ 8. Provide auxiliary power/lighting as necessary.
- \_\_\_ 9. Start up utility lines or systems when appropriate.
- \_\_\_ 10. Replenish, repair, or replace emergency equipment (including fire extinguishers) as necessary.

## Emergency Security Coordinator Checklist

- \_\_\_ 1. Report to the ECC and coordinate the onsite weatherspotter operation.
- \_\_\_ 2. Dispatch personnel to monitor the sky for unusual weather formations. Funnel cloud sightings should be reported immediately to the **(name of jurisdiction)** Police (Sheriff) Department at **(insert telephone number)** and the Emergency Warning/Communications Coordinator at **(insert telephone number)**.
- \_\_\_ 3. If a tornado is sighted, or if a tornado warning is issued, seek protective shelter immediately. (See Tornado Shelter Diagram on page SP - 9.)
- \_\_\_ 4. As conditions permit, assist with the care and handling of injured persons as necessary.
- \_\_\_ 5. Control the movement of people and vehicles at the site.
- \_\_\_ 6. Assist with fire suppression as necessary.
- \_\_\_ 7. Maintain access lanes for emergency vehicles and personnel.
- \_\_\_ 1. Direct media representatives to the Media Center, if established.

# HAZARDOUS MATERIAL INCIDENT PROCEDURES

Hazardous material incidents can occur anywhere. Sites located near major transportation routes, or in areas with other facilities using chemicals, should be aware of the possibility of a hazardous material incident and have provisions in place for protecting people at the site. Depending upon the size and location of the incident and the direction of the plume, either evacuation or in-place sheltering could be used. The incident could be a transportation accident, explosion, fire, or release of toxic materials causing environmental contamination. These incidents could cause injury or loss of life to persons coming in contact with or inhaling the material. Some hazardous materials cannot be detected by human senses because they are colorless and odorless. These materials are particularly dangerous because they can cause widespread injury or death without adequate warning and protective measures. A large incident could disrupt operations for several days or more, resulting in significant economic loss at some sites.

Organizations using, storing, transporting, or producing hazardous materials may have certain requirements to follow during a release or spill. These sites may choose to add those specific procedures for an onsite hazardous material incident to this plan.

## INSTRUCTIONS

These procedures are applicable for offsite hazardous material incidents.

If personnel will be released early rather than report to the assembly area, insert those procedures here and delete the assembly area procedures.

At some types of facilities, such as hospitals, nursing homes, etc., immediate evacuation may not be possible; therefore, alternate procedures must be developed. Some sites, such as shopping malls, civic centers, amusement parks, etc., may have large public gatherings for which additional procedures must be developed.

## SAMPLE TEXT

### Notification and Warning

1. Notification of a hazardous material incident occurring offsite that may affect **(name of site)** is received by **(what means? telephone? local sirens? commercial radio and television? emergency personnel going door-to-door? List all that are applicable)** from **(whom? police or fire personnel? local emergency management coordinator?)**.
2. **(Describe how onsite personnel will be notified. How will they receive instructions on appropriate protective actions they should take? Will an alert signal be sounded? If so, describe the signal to be used).**

### General Response

1. The Director or Site Emergency Coordinator will fully activate the ECC to monitor conditions and determine appropriate response actions.
2. If conditions warrant, precautionary protective actions, including protective sheltering and/or evacuation, may be initiated. **(Who will make the decision on protective actions, the Director or Site Emergency Coordinator?)**
3. Protective sheltering generally involves staying indoors, shutting all doors and windows, and shutting off the ventilation system(s).
4. If a precautionary evacuation is warranted, personnel should report to the assembly area located **(where? insert location)**. See Evacuation Routes and Offsite Assembly Area map on page SP - 10.
5. Unit Emergency Coordinators will check their work areas to ensure that all persons have taken the appropriate action.
6. Unit Emergency Coordinators will account for their personnel at the assembly area and report this information to the Site Emergency Coordinator.
7. Personnel should remain at the assembly area for further instructions.
8. Staff will be recalled **(how? television telephone?)** when conditions permit.

Typical tasks for the Director might include:

List other tasks as necessary.

Typical tasks for the Site Emergency Coordinator might include:

List other phone numbers as necessary.

List other tasks as necessary.

### Director Checklist

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If necessary, evacuate to the offsite evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- \_\_\_ 3. Determine the extent of the hazardous material incident
- \_\_\_ 4. Determine what staff and personnel should do during interim period.
- \_\_\_ 1. Authorize the use of organization resources by Site Emergency Team and local response agencies.

### Site Emergency Coordinator Checklist

- \_\_\_ 1. Activate the ECC to monitor conditions and determine appropriate response activities.
- \_\_\_ 2. Activate the Site Emergency Plan.
- \_\_\_ 3. Ensure that the onsite warning system is activated if the situation warrants.
- \_\_\_ 4. Ensure that protective action instructions are disseminated to personnel. If protective sheltering is warranted, ensure that all doors and windows are closed, the ventilation system is turned off, and all personnel remain indoors until it is safe to go outside.
- \_\_\_ 5. If necessary, evacuate to the offsite evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- \_\_\_ 1. If necessary, coordinate with maintenance personnel, utility companies, and the fire department in shutting down other utility lines or systems that might present an additional hazard (i.e., gas main).
  - a) (Name of Electric Company): ..... (number)
  - b) (Name of Telephone Company): ..... (number)
  - c) (Name of Gas Company): ..... (number)
  - d) (Name of Water Department): ..... (number)
  - e) (Name of jurisdiction) Fire Department: ..... (number)
  - f) (Maintenance Unit): ..... (number)
- \_\_\_ 7. Augment personnel and resources as necessary.
- \_\_\_ 8. Recall evacuated personnel when the hazardous material incident has been abated or when conditions permit safe re-entry onto the site.
- \_\_\_ 7. Dispatch personnel to inspect the site for damage.
- \_\_\_ 10. Coordinate utility start-up procedures (as necessary) with maintenance personnel, utility companies, and the fire department.

**Typical tasks for the Unit  
Emergency Coordinator  
might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Assessment  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Warning/  
Communications Coordinator  
might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Information  
Coordinator might include:**

## Unit Emergency Coordinator Checklist

- 1. Notify persons of the protective actions they are to take. Check work areas to ensure that everyone has received instructions.
- 2. Ensure that non-duplicated vital records located within the unit are preserved. (See Vital Records List on page SP - 11.)
- 3. Coordinate unit shut-down procedures as necessary.
- 4. If protective sheltering is recommended, direct personnel to close all windows and doors and to remain indoors until it is safe to go outside.
- 5. If evacuation is recommended, direct persons to the offsite assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10.
- 6. Account for unit personnel at the assembly area.
- 7. As conditions permit, inspect work area for damage and report this information to the Site Emergency Coordinator in the ECC.
- 1. Coordinate unit start-up procedures as necessary.

## Emergency Assessment Coordinator Checklist

- 1. Report to the ECC and maintain a written record of all events that occur during the incident, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc.
- 2. If necessary, evacuate to the offsite assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and report to the alternate ECC established there.
- 3. As conditions permit, collect and compile damage information.
- 1. Report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- 2. Prepare an after-action report.

## Emergency Warning/Communications Coordinator Checklist

- 1. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various work units onsite, and (**insert name of local emergency management jurisdiction**.)
- 2. Notify ECC staff as necessary. (See Distribution and Agency Assignment List on page SP - v.)
- 3. Activate the onsite warning and instructional system as necessary.
- 4. If necessary, evacuate to the offsite assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and report to the alternate ECC established there.
- 1. Notify key officials as necessary. (Resource List on page SP - 12.)
- 2. Log messages received by and dispatched from the ECC.
- 3. Establish communications links between the ECC and Media Center (if activated).

## Emergency Information Coordinator Checklist

- 1. Report to the ECC.
- 2. If necessary, evacuate to the offsite assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and report to the alternate ECC established there.

- \_\_\_ 3. Obtain verified information about hazardous material-related damage and protective actions taken.
- \_\_\_ 4. Prepare and issue news releases to the media.
- \_\_\_ 5. Coordinate with the local government Public Information Official or Emergency Management Coordinator in establishing a Joint Public Information Center (if conditions warrant).

**(Name/title of Public Information Official):**

**(work phone #) (home phone #)**

**(Name/title of Emergency Management Coordinator):**

**(work phone #) (home phone #)**

- \_\_\_ 6. Issue status updates and exposure estimates and projections.

**List other tasks as necessary.**

**Typical tasks for the Emergency Medical Coordinator might include:**

### **Emergency Medical Coordinator Checklist**

- \_\_\_ 1. Report to the ECC.
- \_\_\_ 2. If necessary, evacuate to the offsite assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and report to the alternate ECC established there.
- \_\_\_ 3. Ensure that emergency medical care is provided to injured personnel.
- \_\_\_ 4. Coordinate offsite medical assistance, ambulance calling/pickup, etc.

**List other tasks as necessary.**

- \_\_\_ 1. Collect and compile hazardous material-related health/medical information.

**Typical tasks for the Emergency Maintenance Coordinator might include:**

### **Emergency Maintenance Coordinator Checklist**

- \_\_\_ 1. Report to the ECC to coordinate emergency maintenance functions.
- \_\_\_ 2. Shut down the ventilation system and other utility lines or systems as necessary.
- \_\_\_ 3. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- \_\_\_ 4. If necessary, evacuate to the offsite assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and report to the alternate ECC established there.
- \_\_\_ 5. As conditions permit, inspect the site for damage and provide re-entry recommendations.
- \_\_\_ 6. Provide emergency repair services as necessary.
- \_\_\_ 7. Assist with site cleanup as necessary.

**List other tasks as necessary.**

- \_\_\_ 1. Replenish, repair, or replace emergency equipment (including fire extinguishers) as necessary.

**Typical tasks for the Emergency Security Coordinator might include:**

### **Emergency Security Coordinator Checklist**

- \_\_\_ 1. Report to the ECC to coordinate emergency security functions.
- \_\_\_ 2. If necessary, evacuate to the offsite assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and report to the alternate ECC established there.
- \_\_\_ 3. Control the movement of people and vehicles at the site.
- \_\_\_ 4. Maintain access lanes for emergency vehicles and personnel.

**List other tasks as necessary.**

- \_\_\_ 1. Assist with the care and handling of injured persons as necessary.

## FLOOD PROCEDURES

Floods are a natural and inevitable occurrence in Michigan, especially during the spring and fall when rainfall and runoff are at a peak. Development in and around floodplains has increased the potential for property damage and loss of lives. Floods and flash floods usually occur during or after a period of heavy precipitation when the natural drainage system may become overloaded. Flash floods are particularly deadly because they occur swiftly and without warning. Seconds may make the difference between life and death. Swiftly moving water can damage or destroy buildings and structures, and cause injuries and drowning. If the site is in or near an area that is susceptible to flash flooding, be aware of the possible danger and take adequate precautions to protect persons onsite. If the site is located downstream from a dam, review the Emergency Action Plan for the dam (available from the owner/operator or the local emergency management office). Slowly developing floods can interrupt power, damage buildings, and make roads impassable. People may be stranded at the site if a precautionary evacuation is not undertaken. Impassable roads and loss of power may disrupt or halt essential operations at the site until flood waters recede and utilities are restored. If the site becomes inundated, significant damage to equipment, supplies, and vital records may occur if proper measures are not taken. Structural damage is possible from the pressure of the water and from debris floating in the current, although this can be lessened somewhat under certain circumstances with sandbagging or similar flood abatement measures. The local emergency management office has information on flooding in the area and can determine whether the site is susceptible to either type of flooding.

Flash flooding procedures may not be applicable to all sites. Sites not prone to any type of flooding should delete this attachment from their plan.

### INSTRUCTIONS

Develop procedures for response to a flood threat affecting the site. Describe the notification and warning methods and general response procedures. Assign emergency tasks to specific personnel or work units.

If personnel will be released early rather than report to the assembly area, insert those procedures here and delete the assembly area procedures.

### SAMPLE TEXT

#### Notification and Warning

1. Notification of a flood watch or warning is received (**by what means? commercial radio and television? NOAA Weather Radio? telephone? local sirens? alert monitors? emergency personnel going door-to-door? List all that are applicable**) from (**whom? National Weather Service? local emergency jurisdiction?**).
2. If a flood warning is issued, personnel will follow the evacuation instructions issued by local government officials over the television or radio.
3. Evacuation information will be disseminated to personnel (**by what means? through the Unit Emergency Coordinators? intercom or P.A. system? telephone? television or radio? List the method(s) that will be used**).

#### General Response

1. When a flood watch is issued, or when conditions exist which may cause flooding that may affect (**name of site**), the Site Emergency Coordinator will partially activate the ECC to monitor weather and flood conditions.
2. A precautionary evacuation may be initiated if flooding appears imminent. All personnel should report to the offsite assembly area located (**where? insert location**). See the Evacuation Routes and Offsite Assembly Area map on page SP - 10.



- 3. Unit Emergency Coordinators will check their work areas to ensure that all persons have taken the appropriate action.
- 4. Unit Emergency Coordinators will account for their personnel at the assembly area and report this information to the Site Emergency Coordinator.
- 5. Personnel will be recalled when conditions permit (**by what means? i.e. television or radio announcement? telephone?**).

### Director Checklist

Typical tasks for the Director might include:

List other tasks as necessary.

- \_\_\_ 1. Monitor weather and flood conditions from the ECC.
- \_\_\_ 2. If a precautionary evacuation is recommended by local government officials, decide whether personnel should evacuate to the offsite assembly area or be released early.
- \_\_\_ 1. Determine what personnel should do if site is inoperable for several days.
- \_\_\_ 2. Authorize the use of organization resources by Site Emergency Team and local response agencies.
- \_\_\_ 3. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.

### Site Emergency Coordinator Checklist

Typical tasks for the Site Emergency Coordinator might include:

List other phone numbers as necessary.

List other tasks as necessary.

- \_\_\_ 1. Activate the ECC to monitor weather and flood conditions and determine appropriate response activities.
- \_\_\_ 2. Activate the Site Emergency Plan.
- \_\_\_ 3. Ensure that all vital equipment and resources are removed from the site, or elevated, to protect them from flood waters.
- \_\_\_ 4. Notify Unit Emergency Coordinators when a precautionary evacuation has been initiated.
- \_\_\_ 5. Ensure that evacuation instructions are disseminated to personnel as issued by local government officials.
- \_\_\_ 6. If necessary, coordinate with maintenance personnel and utility companies in shutting down utility lines or systems that might present an additional hazard (i.e., electrical lines).
  - a) **(Name of Electric Company):** .....(number)
  - b) **(Name of Telephone Company):** .....(number)
  - c) **(Name of Gas Company):** .....(number)
  - d) **(Name of Water Department):** .....(number)
  - a) **(Maintenance Unit):** .....(number)
- \_\_\_ 7. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- \_\_\_ 8. Augment personnel and resources as necessary.
- \_\_\_ 9. Recall evacuated personnel when the flood warning notice has been terminated or when conditions permit safe re-entry into the site.
- \_\_\_ 10. Dispatch personnel to inspect the site for damage.
- \_\_\_ 11. Coordinate utility start-up procedures (as necessary) with maintenance personnel and utility companies.

**Typical tasks for the Unit  
Emergency Coordinator  
might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Assessment  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency  
Warning/Communications  
Coordinator might include:**

**List other tasks as  
necessary.**

## Unit Emergency Coordinator Checklist

- \_\_\_ 1. Notify persons of the need to evacuate the site. Check work areas to ensure that everyone has evacuated per instructions.
- \_\_\_ 2. Ensure that non-duplicated vital records located within the unit are preserved (See Vital Records List on page SP - 11.)
- \_\_\_ 3. Coordinate unit shut-down procedures as necessary.
- \_\_\_ 4. If necessary, evacuate to the offsite evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10.
- \_\_\_ 5. Account for unit personnel at the assembly area.
- \_\_\_ 6. As conditions permit, inspect work area for damage and report this information to the Site Emergency Coordinator in the ECC.
- \_\_\_ 1. Coordinate unit start-up procedures as necessary.

## Emergency Assessment Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a written record of all events that occur during the flooding, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. If possible, a photographic or video record should be arranged.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- \_\_\_ 3. As conditions permit, collect and compile damage information.
- \_\_\_ 4. Report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. Prepare an after-action report.

## Emergency Warning/Communications Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- \_\_\_ 2. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. Activate the onsite warning and instructional system as necessary.
- \_\_\_ 4. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- \_\_\_ 5. Notify key officials as necessary. (See Resource List,.)
- \_\_\_ 6. Log messages received by and dispatched from the ECC.
- \_\_\_ 1. Establish communications links between the ECC and Media Center (if activated).

**Typical tasks for the  
Emergency Information  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Medical  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as  
necessary.**

## Emergency Information Coordinator Checklist

- 1. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- 2. As conditions permit, obtain verified information about the flood damage.
- 3. Prepare and issue news releases to the media.
- 4. Establish a Media Center (as necessary).
- 5. Coordinate with the local government Public Information Official or Emergency Management Coordinator in establishing a Joint Public Information Center (if conditions warrant).

**(Name/title of Public Information Official):**

**(work phone #) (home phone #)**

**(Name/title of Emergency Management Coordinator):**

**(work phone #) (home phone #)**

- 6. Conduct media tours of the damaged areas (if possible).

## Emergency Medical Coordinator Checklist

- 1. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- 2. Ensure that emergency medical care is provided to injured persons (as necessary).
- 3. Coordinate offsite medical assistance, ambulance calling/pickup, etc. (as necessary).
- 1. Collect and compile flood-related health/medical information for the Emergency Assessment Coordinator.

## Emergency Maintenance Coordinator Checklist

- 1. Report to the ECC to coordinate emergency maintenance functions.
- 2. Shut down utility systems as necessary.
- 3. Remove from the site, or elevate, all critical equipment and resources that might be damaged by flood waters.
- 4. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- 5. If possible, control water flow by sandbagging, diking, or pumping.
- 6. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- 7. As conditions permit, inspect the site for damage and provide re-entry recommendations.
- 8. Provide emergency repair services as necessary.
- 1. Assist with debris clearance and site cleanup as necessary.
- 10. Provide auxiliary power/lighting as necessary.
- 11. Start up utility systems when appropriate.
- 12. Replenish, repair, or replace damaged emergency equipment as necessary.

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as  
necessary.**

## **Emergency Security Coordinator Checklist**

- \_\_\_ 1. Report to the ECC to coordinate emergency security functions.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Evacuation Routes and Offsite Assembly Area map on page SP - 10, and establish an alternate ECC there.
- \_\_\_ 3. Control the movement of people and vehicles at the site.
- \_\_\_ 4. Maintain access lanes for emergency vehicles and personnel.
- \_\_\_ 5. Assist with the removal, or elevation, of critical equipment and resources as necessary.
- \_\_\_ 6. Assist with the care and handling of injured personnel as necessary.
- \_\_\_ 1. Direct media representatives to the Media Center, if established.

# SEVERE WINTER WEATHER PROCEDURES

Winter storms vary in size and strength and may affect many states or only a portion of one state. There are several categories of winter storms and all can cause injury or death if proper precautions are not taken. Heavy snowfall and blizzards can trap people at the site if conditions are not monitored closely and roads become impassable. Snow and ice storms can break power lines, causing loss of electricity and heat. Snow and ice loads can overstress pipelines, buildings, and structures, causing them to collapse under the additional weight. Equipment, supplies, and vital records could be damaged as a result. Fire always presents a greater danger during winter storms because water supplies may freeze and fire departments may not be able to get to the fire. If the storm lasts for several days, there is a greatly increased possibility of utility failures. Extended exposure to cold temperatures may cause injury, or even death, under certain circumstances. Essential operations at the site may be significantly disrupted for an extended period of time if the storm is severe. Winter storm warnings are issued through the National Weather Service. Site personnel should be familiar with the content and channels of communication of these warnings so that an effective response can be achieved during a severe winter weather emergency.

Develop procedures for response to a severe winter weather threat affecting the site. Describe notification and warning and general response procedures, and assign emergency tasks to specific personnel or work units.

## INSTRUCTIONS

Develop procedures for response to severe winter weather. Describe notification and warning methods and general response procedures. Assign emergency tasks to specific personnel or work units.

At some sites, such as hospitals, nursing homes, prisons, and similar facilities that operate 24 hours a day, this may not be possible. Therefore, alternate procedures must be developed—including procedures for housing and feeding personnel that may be temporarily isolated at the site.

Typical tasks for the Director might include:

## SAMPLE TEXT

### Notification and Warning

1. Notification of a severe winter weather watch or warning is received by (**what means? commercial radio and television? NOAA Weather Radio? telephone? List all that are applicable**).
2. (**Describe how this information and management's instructions will be transmitted to personnel.**)

### General Response

1. When a severe winter weather watch is issued, the Site Emergency Coordinator will partially activate the ECC to monitor weather conditions.
2. If a severe winter weather warning is issued, personnel may be released early as deemed appropriate. Onsite operations may be minimized or curtailed as necessary.
3. Personnel released early will be recalled (**by what means? i.e. television or radio announcement? telephone?**) when conditions permit.

### Director Checklist

- 1. Report to the ECC to monitor weather conditions.
- 2. Determine whether personnel should be released early.
- 3. Determine what staff and personnel should do if isolated at site.
- 4. Authorize the use of organization resources by Site Emergency Team and local response agencies.

### Site Emergency Coordinator Checklist

**Typical tasks for the Site Emergency Coordinator might include:**

- \_\_\_ 1. Partially activate the ECC to monitor weather conditions.
- \_\_\_ 1. Activate the Site Emergency Plan.
- \_\_\_ 2. Notify personnel when a severe winter weather warning has been issued.
- \_\_\_ 3. Release personnel early and minimize operations as deemed necessary.
- \_\_\_ 4. As necessary, provide for the emergency housing and feeding needs of personnel isolated at the site (for facilities that operate 24 hours a day).
- \_\_\_ 5. Recall personnel when the severe winter weather warning has been terminated, or when conditions permit.
- \_\_\_ 6. Dispatch personnel to inspect the site for damage.
- \_\_\_ 7. If necessary, coordinate with maintenance personnel and utility companies in shutting down utility lines or systems that might present an additional hazard (i.e., downed electrical lines, broken water line, etc.).
  - a) **(Name of Electric Company):** .....(number)
  - b) **(Name of Telephone Company):** .....(number)
  - c) **(Name of Gas Company):** .....(number)
  - d) **(Name of Water Department):** .....(number)
  - e) **(Maintenance Unit):** .....(number)
- \_\_\_ 9. Augment personnel and resources as necessary.
- \_\_\_ 10. Coordinate utility start-up procedures (as necessary) with maintenance personnel and utility companies.

**List other utilities as necessary.**

**List other tasks as necessary.**

**Typical tasks for the Unit Emergency Coordinator might include:**

### Unit Emergency Coordinator Checklist

- \_\_\_ 1. Notify personnel of their early dismissal due to weather conditions. Check work areas to ensure that everyone has evacuated per instructions.
- \_\_\_ 2. Coordinate unit shut-down procedures as necessary.
- \_\_\_ 3. Assist security personnel with traffic and access control as necessary.
- \_\_\_ 1. As conditions permit, inspect work area for damage. Report this information to the Site Emergency Coordinator in the ECC.
- \_\_\_ 2. Coordinate unit start-up procedures as necessary.

**List other tasks as necessary.**

**Typical tasks for the Emergency Assessment Coordinator might include:**

### Emergency Assessment Coordinator Checklist

- \_\_\_ 1. Report to the ECC (as necessary) to maintain a record of events that occur.
- \_\_\_ 2. As conditions permit, collect and compile damage information (as necessary).
- \_\_\_ 3. Report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media as necessary.
- \_\_\_ 1. Prepare an after-action report (as necessary).

**List other tasks as necessary.**

**Typical tasks for the  
Emergency  
Warning/Communications  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Information  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Medical  
Coordinator might include:**

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as  
necessary.**

## Emergency Warning/Communications Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various units onsite, and (**insert name of local emergency management jurisdiction.**)
- \_\_\_ 2. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. Notify key officials as necessary. (See the Resource List on page SP - 12.)
- \_\_\_ 1. Log messages received by and dispatched from the ECC.

## Emergency Information Coordinator Checklist

- \_\_\_ 1. As conditions permit, obtain verified information about severe winter weather-related damage.
- \_\_\_ 2. Prepare and issue news releases to the media (as necessary).
- \_\_\_ 1. Establish a Media Center (as necessary).

## Emergency Medical Coordinator Checklist

Generally, no actions will be required.

## Emergency Maintenance Coordinator Checklist

- \_\_\_ 1. Report to the ECC. Coordinate the activities listed below.
- \_\_\_ 2. Assist with traffic/access control as necessary.
- \_\_\_ 3. Assist with snow, ice, and debris clearance and site cleanup as necessary.
- \_\_\_ 4. Provide emergency repair services as necessary.
- \_\_\_ 5. As conditions permit, inspect the site for damage and provide re-entry recommendations.
- \_\_\_ 1. Provide auxiliary power/lighting as necessary.

## Emergency Security Coordinator Checklist

- \_\_\_ 1. Report to the ECC. Coordinate the activities listed below.
- \_\_\_ 2. Control the movement of people and vehicles at the site.
- \_\_\_ 3. Maintain access lanes for emergency and snow removal vehicles.
- \_\_\_ 1. Assist with snow removal as necessary.

## BOMB THREAT PROCEDURES

Experience shows that the majority of written or telephone bomb threats are hoaxes. However, the possibility is always there that a threat may be authentic, so each one must be taken seriously. Appropriate action must be taken to provide for the safety of persons at the site. Every reasonable attempt should be made to locate the suspected bomb so it can be neutralized by trained explosives experts. All the information possible on the person or group making the threat and the size/location of the bomb must be written down to effectively analyze the situation and the degree of threat to persons onsite. If circumstances dictate, a site evacuation may be necessary.

If a bomb is actually detonated onsite, immediately implement explosion procedures found in Fire or Explosion Procedures.

### INSTRUCTIONS

**Develop procedures for response to a bomb threat against the site. Describe notification and warning methods and general response procedures. Assign emergency tasks to specific personnel or work units.**

**At some types of facilities, such as hospitals, nursing homes, etc., immediate evacuation may not be possible. Therefore, alternate procedures must be developed. Some sites, such as shopping malls, civic centers, amusements parks, etc., may have large public gatherings for which additional procedures must be developed.**

### SAMPLE TEXT

#### Notification and Warning

1. Notification of a bomb threat against this site may be received by telephone, mail, or message at any time.
2. Telephone threats may be received at the onsite warning point, administrative offices, over public telephones located on the property, or may be directed to the home telephones of staff members.
3. When a bomb threat is received, the Site Emergency Coordinator will contact the (**name of jurisdiction**) Fire Department at (**telephone number**) and the (**name of jurisdiction**) Police Department at (**telephone number**).
4. (**Describe how onsite personnel will be warned.**)

#### General Response

1. The Site Emergency Coordinator will fully activate the ECC to monitor the situation and coordinate response actions.
2. The Bomb Treat Call Checklist attached to these procedures should be used by personnel receiving a telephone bomb threat to obtain as many details as possible about the caller and the alleged bomb and its location. An accurate analysis of the telephone threat can provide police with many valuable clues. The caller could reveal personal characteristics (i.e., sex, ethnic background, etc.), and may unwittingly provide a clue to his location by background noises. He may intentionally or unintentionally provide accurate information on the type of bomb and its exact location. If possible, another staff member should be listening in on all bomb threat calls.
3. If a letter threat is received, it should be preserved for the police investigator. To preserve fingerprints, it should not be handled once the letter is opened.
4. The Site Emergency Coordinator (list other personnel, if applicable), in cooperation with the police and fire officials at the scene, shall determine the necessity of searching and/or evacuating the site.
5. The Site Emergency Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken. Unit Emergency Coordinators will immediately brief persons within their work area.
6. If the decision is made to evacuate, all personnel should report to the onsite assembly area identified on the Site Map Diagram on page SP - 8.



1. Unit Emergency Coordinators will check their work areas to ensure that all persons have taken the appropriate actions.
2. Unit Emergency Coordinators will account for their personnel at the assembly area and report this information to the Site Emergency Coordinator.
3. The Site Emergency Coordinator will authorize re-entry into the site after being cleared to do so by the police and fire officials at the scene.
4. The all-clear notice will be disseminated to personnel at the staging area.
5. If the decision is made to search without evacuation, all available personnel will make a prompt and thorough visual inspection of their work areas. Any suspicious objects or packages found should be reported immediately to the Site Emergency Coordinator in the ECC. The object or package should not be touched or moved!

### Director Checklist

Typical tasks for the Director might include:

- 1. Report to the ECC, if conditions allow.
- 2. Determine the extent of the bomb threat and decide whether to evacuate or have staff search without evacuation.
- 3. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and establish an alternate ECC.
- 4. Determine what staff and personnel should do during interim period.
- 5. Authorize the use of organization resources by Site Emergency Team and local response agencies.

List other tasks as necessary.

### Site Emergency Coordinator Checklist

Typical tasks for the Site Emergency Coordinator might include:

- 1. Notify:
  - a) (name of jurisdiction) Police Department. Telephone Number:
  - b) (name of jurisdiction) Fire Department. Telephone Number.
- 2. Determine (if possible) the location (or alleged location) of the bomb.
- 3. Activate the Site Emergency Plan and the ECC.
- 4. Notify Unit Emergency Coordinators of the situation.
- 5. Ensure that all persons onsite are notified if the decision is made to evacuate.
- 6. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and establish an alternate ECC there.
- 7. Coordinate with maintenance personnel, gas and electric companies, and the fire department in shutting down utility lines or systems that might present a hazard if an explosion should occur.
  - a) **(Name of Electric Company):** ..... (number)
  - b) **(Name of Gas Company):** ..... (number)
  - c) **(Maintenance Unit):** ..... (number)
- 8. Coordinate actions of personnel with those of offsite responders.
- 9. Augment personnel and resources as necessary.
- 10. As conditions permit, coordinate utility start-up procedures with maintenance personnel, gas and electric companies, and the fire department.
- 11. Recall evacuated personnel when it is safe to do so.

List other tasks as necessary.

**Typical tasks for the Unit  
Emergency Coordinator  
might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Assessment  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency  
Warning/Communications  
Coordinator might include:**

**List other tasks as  
necessary.**

## Unit Emergency Coordinator Checklist

- \_\_\_ 1. Brief persons in the unit of the situation.
- \_\_\_ 2. If the decision is made to search without evacuation, direct personnel to make a prompt and thorough search of their work areas. Any suspicious objects or packages should be reported immediately to the Site Emergency Coordinator.
- \_\_\_ 3. If the decision is made to evacuate, notify persons of the need to evacuate and direct them to the onsite assembly area identified on the Site Map Diagram on page SP - 8.
- \_\_\_ 4. Ensure that non-duplicated vital records located within the unit are preserved. (See Vital Records List on page SP - 11).
- \_\_\_ 5. Coordinate unit shut-down procedures as necessary.
- \_\_\_ 6. Ensure that all persons in the unit have evacuated.
- \_\_\_ 7. Account for all unit personnel at the assembly area.
- \_\_\_ 8. As necessary, inspect work area for damage as soon as conditions permit. Report damage to the Site Emergency Coordinator in the ECC.
- \_\_\_ 1. Coordinate unit start-up procedures as necessary.

## Emergency Assessment Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a written record of all events that occur during the bomb threat emergency including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. If possible, a photographic or video record should be arranged.
- \_\_\_ 2. If the decision is made to evacuate, report to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Collect and compile information about the bomb threat.
- \_\_\_ 4. Report verified information about the bomb threat to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. Prepare an after-action report.

## Emergency Warning/Communications Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- \_\_\_ 2. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. Activate the onsite warning and instructional system as necessary.
- \_\_\_ 4. If the decision is made to evacuate, report to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 5. Notify key officials as necessary. (See Resource List on page SP - 12.)
- \_\_\_ 6. Log messages received by and dispatched from the ECC.
- \_\_\_ 1. Establish communications links between the ECC and Media Center (if activated).

**Typical tasks for the  
Emergency Information  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Medical  
Coordinator might include:**

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as  
necessary.**

## Emergency Information Coordinator Checklist

- 1. Report to the ECC.
- 2. If the decision is made to evacuate, report to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- 3. Obtain verified information about the bomb threat.
- 4. Prepare and issue news releases to the media.
- 1. Establish a Media Center (as necessary).

## Emergency Medical Coordinator Checklist

Generally, no actions will be required.

## Emergency Maintenance Coordinator Checklist

- 1. Report to the ECC to coordinate emergency maintenance functions.
- 2. Shut down utility lines or systems as necessary.
- 3. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- 4. If the decision is made to search without evacuation, ensure that a prompt and thorough search is made of the work area. Report any suspicious objects or packages to the Site Emergency Coordinator.
- 5. If the decision is made to evacuate, report to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- 1. As necessary, start up utility lines or systems when appropriate.

## Emergency Security Coordinator Checklist

- 1. Report to the ECC to coordinate emergency security functions.
- 2. Direct fire and police personnel to the location (or alleged location) of the bomb (if known).
- 3. Control the movement of people and vehicles at the site.
- 4. Maintain access lanes for emergency vehicles and personnel.
- 5. Prevent unauthorized entry into the hazardous area.
- 6. If the decision is made to search without evacuation, assist other site personnel with the bomb search.
- 7. If the decision is made to evacuate, report to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- 1. Direct media representatives to the Media Center, if established.

Use this form to help officials analyze the threat. If possible, keep a copy at each telephone. Train operators to respond calmly to a bomb threat phone call.



### BOMB THREAT CALL CHECKLIST

**QUESTIONS TO ASK:**

**EXACT WORDING OF THE THREAT:**

1. When is bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

Sex of Caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

**EXACT WORDING OF THE THREAT:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## FBI BOMB DATA PROGRAM

Note: May Reduce to 70% and attach to rolodex

**CALLER'S VOICE**

- |                                  |                                   |  |   |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Disguised          |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Accent             |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep            | <input type="checkbox"/> Familiar           |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged          | If voice is familiar, who did it sound like |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Clearing throat |   |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Deep berating   |   |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking voice  |   |

**BACKGROUND SOUNDS**

- |  |                                       |  |  |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Local         |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Motor        | <input type="checkbox"/> Animal noises     | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Office       | <input type="checkbox"/> Clear             | <input type="checkbox"/> Booth         |
|  |                                       |  | <input type="checkbox"/> Other         |

**THREAT LANGUAGE**

- |   |                                |                                     |   |
|---|--------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul  | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Taped |                                     |   |

**REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_

**REPORT CALL IMMEDIATELY TO:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

Fill out completely, immediately after bomb threat, Date \_\_\_/\_\_\_/\_\_\_ Phone number \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

## UTILITY EMERGENCY PROCEDURES

The loss of one or more major utility system(s) at the site could cause significant operational difficulties and result in a reduction, or disruption, of essential services as well as economic loss in some cases. A ruptured gas line can endanger the lives of persons at the site due to the threat of explosion, necessitating the need for a partial or full site evacuation. An explosion from a ruptured gas line could significantly damage or destroy all or part of the site, as well as the area immediately around the site. Major fires could erupt, causing further injury or loss of life. Though less severe than a gas line rupture, a broken water main could cause flooding in portions of the site and may necessitate a partial or full site evacuation. Equipment, computers, supplies, and vital records may receive water damage, and minor structural damage may occur in some instances. The loss of electric power and/or heat at schools, hospitals, nursing homes, etc., could cause severe hardship to young children and the elderly during periods of cold weather. A loss or interruption of power in certain industrial processes and systems can lead to an adverse reaction, or create a potentially dangerous flammable/explosive atmosphere. Back up power systems help lessen the chance of such occurrences from happening.

This attachment outlines procedures for three major types of utility emergencies: gas line rupture/release, electric power failure, and water main break. Some sites may require additional checklists for other types of utility emergencies, such as, steam line rupture, cooling or water systems, loss of air pressure, etc.

### INSTRUCTIONS

Develop procedures for response to utility emergencies at the site. Describe notification and warning methods and general response procedures. Assign emergency tasks to specific personnel or work units.

At some types of facilities, such as hospitals, nursing homes, etc., immediate evacuation may not be possible. Therefore, alternate procedures must be developed. Some sites, such as shopping malls, civic centers, amusement parks, etc., may have large public gatherings for which additional procedures must be developed.

### SAMPLE TEXT

#### Notification and Warning

1. Warning of a gas line rupture/release onsite is disseminated to persons (**by what means? fire alarm system? P.A. or intercom system? telephone? radio? through Unit Emergency Coordinators? Choose the method(s) appropriate for the site**).
2. A major gas line rupture/release could lead to an explosion. Every effort should be made to evacuate affected persons from the site as quickly as possible.
3. The Site Emergency Coordinator will determine the extent of the utility emergency and contact the appropriate repair and emergency response personnel as necessary.
4. Situations of an isolated nature (i.e., power outage or water main break affecting one building or unit) that can be resolved quickly and safely may only require a partial evacuation or temporary shutdown of operations.

#### General Response

1. The ECC will be fully activated for a gas line rupture/release due to the serious nature of the threat.
2. If necessary, an alternate ECC can be established at the evacuation assembly area identified on the Site Map Diagram on page SP - 8.
3. If evacuation is necessary, Unit Emergency Coordinators will ensure that all persons in their unit have received the warning and taken the appropriate action.
4. If conditions warrant, the ECC may be partially activated for a water main break or electric power failure.

1. If the situation cannot be resolved within a reasonable amount of time, personnel may be dismissed early or relocated to another work area and operations minimized as necessary.
2. Personnel dismissed early will be recalled (**by what means? i.e. television or radio announcement? telephone? return at regularly scheduled time the next workday? Choose the method(s) the site will use**).

### Director Checklist

- \_\_\_ 1. Report to the ECC, if conditions warrant or allow activation of the ECC.
- \_\_\_ 2. Determine whether operations should be minimized or shut-down
- \_\_\_ 1. If necessary evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and establish an alternate ECC there.
- \_\_\_ 2. Determine what staff and personnel should do during interim period.
- \_\_\_ 3. Authorize the use of organization resources by Site Emergency Team and local response agencies.

Typical tasks for the Director for all three types of utility emergencies might include:

### Site Emergency Coordinator Checklist

#### Gas Line Rupture/Release

- \_\_\_ 1. Ensure that the (**name of jurisdiction**) Fire Department has been notified.
- \_\_\_ 2. Determine the extent of the leak (if possible).
- \_\_\_ 3. Notify (**insert name**) Gas Company (**Telephone Number**)
- \_\_\_ 4. Provide warning and/or instructions to personnel and initiate full or partial evacuation, depending upon the circumstances.
- \_\_\_ 5. Activate the ECC if conditions allow.
- \_\_\_ 6. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and establish an alternate ECC there.
- \_\_\_ 7. Activate the Site Emergency Plan.
- \_\_\_ 8. Coordinate with maintenance personnel, utility companies, and the fire department in shutting down other utility lines or systems that might present an additional hazard.

Telephone Numbers:

- a) (**Name of Electric Company**): .....(number)
- b) (**Name of Telephone Company**): .....(number)
- a) (**Name of Water Department**): .....(number)
- b) (**Maintenance Unit**): .....(number)

- \_\_\_ 9. Coordinate actions of personnel with those of offsite responders.
- \_\_\_ 10. Ensure that the site/facility is properly ventilated to disperse accumulated natural gas.
- \_\_\_ 11. Coordinate utility start-up procedures with maintenance personnel, utility companies, and the fire department.
- \_\_\_ 12. Recall evacuated personnel when it is safe to do so.

Typical tasks for the Site Emergency Coordinator might include:

List other phone numbers as necessary.

List other tasks as necessary.

**Electric Power Failure**

- \_\_\_ 1. Determine the extent of the power outage.
- \_\_\_ 2. Notify personnel to remain at their work areas if it is a short term problem; otherwise evacuate the site.
- \_\_\_ 3. Notify (**insert name**) Electric Company (**Telephone Number**).
- \_\_\_ 4. Activate Site Emergency Plan and ECC if conditions warrant.
- \_\_\_ 5. Coordinate with maintenance personnel in activating the emergency generator or other alternate power source.
- \_\_\_ 6. Augment personnel and resources as necessary.
- \_\_\_ 1. Coordinate start-up procedures with maintenance personnel and the electric company.

List other tasks as necessary.

**Water Main Break**

- \_\_\_ 1. Determine the location and extent of the break from maintenance or other personnel.
- \_\_\_ 2. Notify (**name of jurisdiction**) Water Department (**telephone number**).
- \_\_\_ 3. Initiate evacuation or other action, depending upon circumstances.
- \_\_\_ 4. Activate the Site Emergency Plan and ECC if conditions warrant.
- \_\_\_ 5. Coordinate with maintenance personnel in shutting down water lines and pumping out flooded areas.
- \_\_\_ 6. Coordinate with maintenance personnel (and utility companies as necessary) in shutting down other utility lines or systems that might present an additional hazard (i.e., electrical system).
  - a) (**Name of Electric Company**): .....(**number**)
  - b) (**Name of Telephone Company**): .....(**number**)
  - c) (**Name of Gas Company**): .....(**number**)
  - a) (**Maintenance Unit**): .....(**number**)
- \_\_\_ 7. As necessary, arrange for portable toilets to be set up onsite until water service is restored; or arrange for alternate bathroom facilities.
- \_\_\_ 8. Coordinate utility start-up procedures with maintenance personnel and utility companies.
- \_\_\_ 9. Recall evacuated personnel when it is safe to do so.

List others as necessary.

List other tasks as necessary.

Typical tasks for the Unit Emergency Coordinator might include:

**Unit Emergency Coordinator Checklist**

**Gas Line Rupture/Release**

- \_\_\_ 1. Notify persons of the need to evacuate.
- \_\_\_ 2. Ensure that non-duplicated vital records located within the unit are preserved. (See Vital Records List on page SP - 11).
- \_\_\_ 3. Coordinate unit shut-down procedures as necessary.
- \_\_\_ 4. Direct persons to the onsite assembly area identified on the Site Map Diagram on page SP - 8.
- \_\_\_ 5. Ensure that all persons in the unit have evacuated.
- \_\_\_ 6. Account for all unit personnel at the assembly area.
- \_\_\_ 7. Inspect work area for damage as soon as conditions permit. Report damage to the Site Emergency Coordinator in the ECC.
- \_\_\_ 1. Coordinate unit start-up procedures as necessary.

List other tasks as necessary.

List other tasks as necessary.

List other tasks as necessary.

Typical tasks for the Emergency Assessment Coordinator might include:

List other tasks as necessary.

List other tasks as necessary.

### Electric Power Failure

- \_\_\_ 1. Determine the extent of the power failure, if possible. Report this information to the Site Emergency Coordinator.
- \_\_\_ 2. Notify personnel to remain at their work areas, or evacuate, depending upon the situation.
- \_\_\_ 3. Report to the ECC, if activated.
- \_\_\_ 1. Coordinate unit shut-down and start-up procedures as necessary.

### Water Main Break

- \_\_\_ 1. Determine the location and extent of the break (if possible) and report this information to the Site Emergency Coordinator.
- \_\_\_ 2. Ensure that non-duplicated vital records located within the unit are protected from water damage. (See Vital Records List on page SP - 11).
- \_\_\_ 3. Coordinate unit shut-down procedures as necessary.
- \_\_\_ 4. If necessary, direct persons to the onsite assembly area identified on the Site Map Diagram on page SP - 8.
- \_\_\_ 5. Ensure that all persons in the unit have evacuated.
- \_\_\_ 6. Account for all unit personnel at the assembly area.
- \_\_\_ 7. Inspect work area for damage as soon as conditions permit. Report damage to the Site Emergency Coordinator in the ECC (if activated).
- \_\_\_ 1. Coordinate unit start-up procedures as necessary.

## Emergency Assessment Coordinator Checklist

### Gas Line Rupture/Release

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Maintain a written record of all events that occur during the gas line rupture/release, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. If possible, a photographic or video record should be arranged.
- \_\_\_ 4. As conditions permit, collect and compile damage information.
- \_\_\_ 5. Report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. Prepare an after-action report.

### Electric Power Failure

- \_\_\_ 1. As necessary, maintain a written record of all events that occur during the electric power failure.
- \_\_\_ 2. Collect and compile damage information (if necessary).
- \_\_\_ 3. Report to the ECC, if activated.
- \_\_\_ 1. Prepare an after-action report.



### Water Main Break

- \_\_\_ 1. Report to the ECC, if activated, and maintain a written record of all events that occur during the water main break, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. If possible, a photographic or video record should be arranged.
- \_\_\_ 2. If necessary, evacuate to the assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. As conditions permit, collect and compile damage information.
- \_\_\_ 4. As necessary, report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. Prepare an after-action report.

List other tasks as necessary.

Typical tasks for the Emergency Warning/Communications Coordinator might include:

### Emergency Warning/Communications Coordinator Checklist

#### Gas Line Rupture/Release

- \_\_\_ 1. Activate the fire alarm system, if applicable.
- \_\_\_ 2. Report to the ECC, if conditions allow, and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- \_\_\_ 3. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 4. If necessary, evacuate to the assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 5. Notify key officials as necessary. (See Resource List on page SP - 12.)
- \_\_\_ 6. Log messages received by and dispatched from the ECC.
- \_\_\_ 1. Establish communications links between the ECC and Media Center (if activated).

List other tasks as necessary.

#### Electric Power Failure

- \_\_\_ 1. Report to the ECC, if activated, and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- \_\_\_ 2. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. Notify key officials as necessary. (See Resource List on page SP - 12.)
- \_\_\_ 4. Log messages received by and dispatched from the ECC.

List other tasks as necessary.

#### Water Main Break

- \_\_\_ 1. Report to the ECC, if activated, and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- \_\_\_ 2. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 4. Notify key officials as necessary. (See Resource List on page SP - 12.)
- \_\_\_ 5. Log messages received by and dispatched from ECC.

List other tasks as necessary.

## Emergency Information Coordinator Checklist

Typical tasks for the  
Emergency Information  
Coordinator might include:

List other tasks as  
necessary.

List other tasks as  
necessary.

List other tasks as  
necessary.

Typical tasks for the  
Emergency Medical  
Coordinator might include:

### Gas Line Rupture/Release

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Obtain verified information about the gas line rupture/release.
- \_\_\_ 4. Prepare and issue news releases to the media (as necessary)
- \_\_\_ 5. Establish a Media Center (as necessary).
- \_\_\_ 1. Conduct media tours of the scene of the rupture/release (if possible or necessary).

### Electric Power Failure

- \_\_\_ 1. Report to the ECC, if activated.
- \_\_\_ 2. Obtain verified information about the extent of the power outage and any damage or losses incurred as a result (i.e., loss of computer data, damage to computer equipment, etc.).
- \_\_\_ 1. Prepare and issue news releases to the media (as necessary).

### Water Main Break

- \_\_\_ 1. Report to the ECC, if activated.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Obtain verified information about the break.
- \_\_\_ 1. Prepare and issue news releases to the media (as necessary).
- \_\_\_ 2. Establish a Media Center (as necessary).
- \_\_\_ 3. Conduct media tours of the damaged areas (if possible or necessary).

## Emergency Medical Coordinator Checklist

### Gas Line Rupture/Release

Generally, no actions will be required.

### Electric Power Failure

Generally, no actions will be required.

### Water Main Break

Generally, no actions will be required.

Typical tasks for the  
Emergency Maintenance  
Coordinator might include:

List other tasks as  
necessary.

List other tasks as  
necessary.

List other tasks as  
necessary.

## Emergency Maintenance Coordinator Checklist

### Gas Line Rupture/Release

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Determine the location and extent of the break (if possible). Report this information to the Site Emergency Coordinator.
- \_\_\_ 4. Shut down other utility lines or systems that might present a hazard (i.e., electrical system).
- \_\_\_ 5. Provide emergency repair services as necessary.
- \_\_\_ 6. Ventilate site/facility to disperse accumulated natural gas.
- \_\_\_ 7. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- \_\_\_ 8. As conditions permit, inspect the site for damage or other leaks and provide re-entry recommendations. Note: Local fire officials will make the final determination as to whether or not the site is safe to re-enter.
- \_\_\_ 1. Start up utility lines or systems when appropriate.

### Electric Power Failure

- \_\_\_ 1. Report to the ECC, if activated.
- \_\_\_ 2. Determine the source of the power outage, if possible.
- \_\_\_ 3. Provide emergency repair services as necessary.
- \_\_\_ 1. Provide auxiliary power/lighting if possible.

### Water Main Break

- \_\_\_ 1. Report to the ECC, if activated.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Shut down other utility lines or systems that might present a hazard (i.e., electrical system).
- \_\_\_ 4. Pump out flooded areas and provide emergency repair services as necessary.
- \_\_\_ 5. As necessary, coordinate the provision of portable toilets for onsite use.
- \_\_\_ 1. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- \_\_\_ 2. Assist with site cleanup as necessary.
- \_\_\_ 3. Start up utility lines or systems when appropriate.

## Emergency Security Coordinator Checklist

Typical tasks for the  
Emergency Security  
Coordinator might include:

List other tasks as  
necessary.

List other tasks as  
necessary.

List other tasks as  
necessary.

### Gas Line Rupture/Release

- \_\_\_ 1. Report to the ECC, if conditions allow.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Direct emergency response and utility company personnel to the scene of the rupture/release.
- \_\_\_ 4. Control the movement of people and vehicles at the site.
- \_\_\_ 5. Maintain access lanes for emergency vehicles and personnel.
- \_\_\_ 6. Prevent unauthorized entry into the hazardous area, ECC, and Media Center (if established).
- \_\_\_ 7. Assist with fire suppression as necessary.
- \_\_\_ 8. Assist with the care and handling of injured personnel as necessary.
- \_\_\_ 1. Direct media representatives to the Media Center, if established.

### Electric Power Failure

- \_\_\_ 1. Report to the ECC, if activated.
- \_\_\_ 2. Direct utility company personnel to the source of the power outage (if applicable).
- \_\_\_ 3. Guide the movement of people and vehicles at the site.
- \_\_\_ 1. Prevent unauthorized entry into the ECC and Media Center (if established).

### Water Main Break

- \_\_\_ 1. Report to the ECC, if activated.
- \_\_\_ 2. If necessary, evacuate to the evacuation assembly area identified on the Site Map Diagram on page SP - 8, and report to the alternate ECC established there.
- \_\_\_ 3. Direct water department personnel to the scene of the break.
- \_\_\_ 4. Control the movement of people and vehicles at the site.
- \_\_\_ 5. Maintain access lanes for emergency and service vehicles and personnel.
- \_\_\_ 6. Prevent unauthorized entry into the flooded area, ECC, and Media Center (if established).
- \_\_\_ 7. Assist with water pumping as necessary.
- \_\_\_ 1. Direct media representatives to the Media Center, if established.

## CIVIL DISTURBANCE PROCEDURES

Demonstrations, riots, looting and other forms of civil disturbance can threaten the site operation and the safety of persons at the site. Evacuation or other protective measures may be required to protect people onsite in those extreme cases where violence may result in injury or loss of life. Property damage resulting from civil disturbance is often extensive and costly, both in terms of dollars and in diminished operating ability. Damage to utility systems may cause a disruption of service to the site for several days or more, forcing a reduction or curtailment of essential operations until utility service can be restored and the disturbance can be quelled by law enforcement officials. Fear and reluctance on the part of citizens to enter areas perceived to be dangerous can interrupt the normal functioning of the site if it is located within such an area.

These procedures are designed for disturbances and/or demonstrations originating offsite. Certain types of sites (i.e., large factories, etc.) are frequently the scene of disturbances/ demonstrations that originate onsite and often involve onsite personnel. Because it is difficult to develop an effective response to these types of situations due to the varying circumstances involved, no attempt has been made to develop procedures for those types of incidents. If the site or facility is susceptible to such internal disturbances, the Site Emergency Team should develop an alternate set of response procedures including provisions for maintaining essential operations or services.

### INSTRUCTIONS

Develop procedures for response to a civil disturbance affecting the site. Describe notification and warning methods and general response procedures. Assign emergency tasks to specific personnel or work units.

At some sites, such as hospitals, nursing homes, prisons, and similar facilities that operate 24 hours a day, this may not be possible. Therefore, alternate procedures must be developed—including procedures for securing the site and for housing and feeding personnel that may be isolated temporarily at the site.

### SAMPLE TEXT

#### Notification and Warning

1. Notification of a major civil disturbance affecting the site is received (**by what means? from the Police Department? telephone? commercial radio and television? List all that are applicable**).
2. Personnel will be given instructions (**by what means?**).

#### General Response

1. The Site Emergency Coordinator will fully activate the ECC to monitor conditions and determine appropriate response actions.
2. The Site Emergency Coordinator will assess the situation and determine what actions are needed to protect personnel. The type of protective actions taken will depend upon several factors, including the size, type, and location of the disturbance, and the level of violence and property destruction involved.
  1. Assistance from law enforcement personnel will be requested if necessary.
  2. The Site Emergency Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken. Unit Emergency Coordinators will brief persons within their work areas.
  3. Personnel may be released early as deemed appropriate. Onsite operations may be minimized or curtailed as necessary.
  4. Personnel released early will be recalled (**by what means? i.e., television or radio announcement? telephone?**) when conditions permit.
  5. If conditions do not warrant or allow the early release of personnel, all points of entry into the site will be secured and access limited to those persons transacting legitimate business. Assistance from law enforcement personnel will be requested as deemed necessary to prevent unauthorized access onto the site.

**Typical tasks for the Director might include:**

**List other tasks as necessary.**

**Typical tasks for the Site Emergency Coordinator might include:**

**List other tasks as necessary.**

**Typical tasks for the Unit Emergency Coordinator might include:**

**List other tasks as necessary.**

**Typical tasks for the Emergency Assessment Coordinator might include:**

**List other tasks as necessary.**

**Typical tasks for the Emergency Warning/Communications Coordinator might include:**

**List other tasks as necessary.**

## Director Checklist

- \_\_\_ 1. Report to the ECC to monitor reports and conditions.
- \_\_\_ 2. Consider releasing personnel early if conditions warrant.
- \_\_\_ 3. Authorize the use of organization resources by Site Emergency Team and local response agencies.

## Site Emergency Coordinator Checklist

- \_\_\_ 1. Activate the ECC to monitor reports about the disturbance and coordinate response activities.
- \_\_\_ 2. Activate the Site Emergency Plan.
- \_\_\_ 3. Notify Unit Emergency Coordinators of the situation.
- \_\_\_ 4. If necessary notify (**name of jurisdiction**) Police Department (**telephone**).
- \_\_\_ 5. Ensure that all points of entry into the site are secured.
- \_\_\_ 6. Ensure that vital facilities, operations, equipment, and records are secured. (See Vital Records List on page SP - 11).
- \_\_\_ 1. Augment personnel and resources as necessary.
- \_\_\_ 2. Ensure that work areas are checked for possible damage as a result of the disturbance.

## Unit Emergency Coordinator Checklist

- \_\_\_ 1. Notify personnel of their early dismissal, if appropriate. Check work areas to ensure that everyone has left per instructions.
- \_\_\_ 2. Coordinate unit shut-down procedures as necessary.
- \_\_\_ 3. Ensure that vital records, equipment, and operations located within the unit are secured. (See Vital Records List on page SP - 11).
- \_\_\_ 4. Assist security personnel with traffic/access control as necessary.
- \_\_\_ 1. As conditions permit, inspect work area for damage from the disturbance (as necessary). Report any damage to the Site Emergency Coordinator in the ECC.
- \_\_\_ 2. Coordinate unit start-up procedures as necessary.

## Emergency Assessment Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a written record of all events that occur related to the civil disturbance, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. If possible, a photographic or video record should be arranged.
- \_\_\_ 2. As necessary, collect and compile damage information from site personnel.
- \_\_\_ 3. As necessary, report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. As necessary, prepare an after-action report.

## Emergency Warning/Communications Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various work units onsite, and (**insert name of local emergency management jurisdiction**.)
- \_\_\_ 2. Notify ECC staff as necessary. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. Notify key officials as necessary. (See Resource List on page SP - 12.)
- \_\_\_ 1. Log messages received by and dispatched from the ECC.

**Typical tasks for the  
Emergency Information  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Medical  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as  
necessary.**

## Emergency Information Coordinator Checklist

- 1. Report to the ECC. Coordinate the activities listed below.
- 2. As conditions permit, obtain verified information about any damage incurred as a result of the disturbance.
- 3. Prepare and issue news releases to the media (as necessary).
- 4. Establish a Media Center (as necessary).
- 5. Coordinate with the local government Public Information Official or Emergency Management Coordinator in establishing a Joint Public Information Center (if conditions warrant).

**(Name/title of Public Information Official):  
(work phone #) (home phone #)**

**(Name/title of Emergency Management Coordinator):  
(work phone #) (home phone #)**

- 6. Conduct media tours of the site (if damage was incurred).

## Emergency Medical Coordinator Checklist

- 1. Report to the ECC. Coordinate the activities listed below.
- 2. Ensure that emergency medical care is provided to injured persons (as necessary).
- 3. Coordinate offsite medical assistance, ambulance calling/pickup, etc., (as necessary).
- 4. Collect and compile disturbance-related health/medical information for the Emergency Assessment Coordinator.

## Emergency Maintenance Coordinator Checklist

- 1. Report to the ECC. Coordinate the activities listed below.
- 2. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- 3. Assist with securing entry points as necessary.
- 4. Provide auxiliary power/lighting as necessary.
- 5. Provide emergency repair services as necessary.
- 6. Inspect the site for possible damage.
- 7. Assist with debris clearance and site cleanup as necessary.
- 8. Replenish, repair or replace emergency equipment (including fire extinguishers as necessary).

## Emergency Security Coordinator Checklist

- 1. Report to the ECC. Coordinate the activities listed below.
- 2. Secure entry points to the site as necessary.
- 3. Prevent unauthorized entry onto the site.
- 4. Control the movement of people and vehicles at the site.
- 5. Assist with the care and handling of injured persons as necessary.
- 6. Assist with fire suppression as necessary.
- 7. Secure vital facilities, resources, equipment, and operations.

## ENEMY ATTACK PROCEDURES

A nuclear attack against the United States would represent a disaster of incomparable scope and magnitude. If certain protective actions are undertaken in advance, however, the degree of loss and suffering can be significantly reduced. Provisions must be made for protecting people, equipment, supplies, and vital records at the site from the effects of an attack. People must either be evacuated or sheltered in-place depending on the procedures developed for the local jurisdiction. If the site is located within an area at risk, the equipment, supplies, and records vital to operations must be transferred to an alternate location or protected from the blast and heat from a nuclear detonation.

Certain critical facilities and activities, such as power plants, water and sewerage treatment plants, radio and television stations, food processing and distribution facilities, fire and police departments, etc., must remain in operation to preserve the integrity of evacuated areas, to assist in the provision of essential goods and services, and to continue industrial production important to national defense. Critical facilities located in nuclear attack target areas remain in operation on a continuous basis until an attack appears imminent, at which time the critical workers from those facilities are sheltered according to the emergency operations plan of the local emergency jurisdiction.

Procedures will differ depending upon if the site is considered “critical” and must continue operations, or if it can shut down completely. These procedures are written from the standpoint of a critical facility located in or adjacent to a nuclear attack target area.

These procedures are based on the following assumptions regarding an enemy attack against the United States:

1. A “surprise attack” against the United States is unlikely to occur.
2. An attack would probably be preceded by a period of increasing tension and deteriorating relations with potential adversaries.
3. Such a crisis period, possibly lasting from several hours to several days, would allow sufficient time to relocate the population and resources at risk.

### INSTRUCTIONS

**Develop procedures for response to an enemy attack. Describe notification and warning methods and general response procedures**

### SAMPLE TEXT

#### Notification and Warning

1. Notification of an attack threat against the United States is received at the site via the Emergency Broadcast System (EBS), alert sirens, and **(list other methods that are applicable to the jurisdiction)**.
2. Protective action instructions and related information will be disseminated to personnel **(by what means? i.e., through the Unit Emergency Coordinators? intercom or P.A. system? telephone? television or radio? List the method(s) that will be used)**.
3. Personnel will be directed to follow the protective action instructions issued by local government officials.
4. Unit Emergency Coordinators will check their work areas thoroughly to ensure that all personnel have received the attack threat information and instructions.



**Describe the general response procedures. Assign emergency tasks to specific personnel or work units. Consult the local jurisdiction's Emergency Operations Plan to determine the vulnerability of the site, and tailor the procedures accordingly.**

**Typical Tasks of the Director might include:**

**List other tasks as necessary.**

**Typical tasks for the Site Emergency Coordinator might include:**

## General Response

1. The Site Emergency Coordinator will fully activate the ECC. Communications links will be established with the **(name of jurisdiction)** Emergency Operations Center.
2. The Site Emergency Coordinator will monitor messages broadcast over radio and television through the Emergency Broadcast System (EBS). The EBS provides official directions and information from the government concerning the attack threat and recommended protective actions. **(Insert call letters of the EBS station in the area)**
3. Because **(name of site)** is designated as a "critical" facility, operations will be maintained as long as possible during the crisis period. **(Determine what parts of the site or services will remain operational, and develop procedures for work assignments, schedules, etc.)** (See attached listing of Vital Operations on page SP - 54).
4. Critical workers and their families will be sheltered at **(insert shelter location(s))**. Critical workers will commute to **(name of site)** to maintain vital operations. If an attack appears imminent, all critical workers will return to the shelter and vital operations will be disrupted until conditions allow for their resumption.
5. **(Name of site)** may resume operations as soon as the fallout radiation environment is reduced enough to allow critical workers to return without subjecting them to unnecessarily high radiation exposures. Decontamination efforts at the site will be coordinated by the fire services representative in the **(name of emergency jurisdiction)** Emergency Operations Center located at **(insert location)**. If necessary, **(who? maintenance personnel from the site?)** may assist decontamination crews in bringing **(name of site)** back to operational status. Exposure records will be maintained for each worker to keep their exposure as low as possible.

## Director Checklist

- 1. Report to the ECC to monitor EBS messages and other government information.
- 2. Determine whether staff and personnel should be evacuated or if shelters should be stocked and made ready.
- 3. Authorize the use of organization resources by Site Emergency Team and local response agencies.

## Site Emergency Coordinator Checklist

- 1. Activate the ECC to monitor emergency operations and coordinate response activities.
- 2. Activate the Site Emergency Plan.
- 3. Monitor EBS messages and other information from government.
- 4. Notify Unit Emergency Coordinators of the situation.
- 5. Ensure that "attack warning" protective action instructions are disseminated to personnel.
- 6. Coordinate with maintenance personnel in shutting down non-essential systems.
- 7. Make provisions for safeguarding vital records, facilities, equipment, and resources. (See Vital Records List on page SP - 11).

List other tasks as necessary.

Typical tasks for the Unit Emergency Coordinator might include:

List other tasks as necessary.

Typical tasks for the Emergency Assessment Coordinator might include:

List other tasks as necessary.

Typical tasks for the Emergency Warning/Communications Coordinator might include:

List other tasks as necessary.

- \_\_\_ 8. Ensure that vital operations and services are continued as long as possible. (See attached listing of Vital Operations on page SP - 54).
- \_\_\_ 9. If an attack is detected, de-activate the ECC and ensure that all personnel onsite report to the assigned shelter area.
- \_\_\_ 10. As conditions permit, activate the ECC to coordinate post-attack resumption of vital operations. As necessary, provide support for government decontamination efforts onsite.

### Unit Emergency Coordinator Checklist

- \_\_\_ 1. Notify persons of “attack warning” protective action instructions.
- \_\_\_ 2. Coordinate the dismissal of non-essential personnel and the shut-down of non-essential services in the unit.
- \_\_\_ 3. Ensure that all vital records, resources, and operations located within the unit are preserved. (See Vital Records List on page SP - 11).
- \_\_\_ 4. If an attack is detected, report to the assigned shelter area.
- \_\_\_ 5. As conditions permit, inspect work area for damage as necessary. Report damage to the Site Emergency Coordinator in the ECC.
- \_\_\_ 1. Coordinate unit start-up procedures.

### Emergency Assessment Coordinator Checklist

- \_\_\_ 1. Report to the ECC to maintain a written record of all events that occur related to the attack emergency, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc.
- \_\_\_ 2. If an attack is detected, report to the assigned shelter area.
- \_\_\_ 3. As conditions permit, collect and compile damage information from site personnel.
- \_\_\_ 4. As necessary, report verified damage information to the local emergency management jurisdiction and to the Emergency Information Coordinator for release to the media.
- \_\_\_ 1. Prepare an after-action report.

### Emergency Warning/Communications Coordinator Checklist

- \_\_\_ 1. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- \_\_\_ 2. Notify ECC staff. (See Distribution and Assignment List on page SP - v.)
- \_\_\_ 3. Notify key officials. (See Resource List.)
- \_\_\_ 4. Log messages received by and dispatched from the ECC.
- \_\_\_ 5. Ensure that all personnel are notified of an “attack warning”.
- \_\_\_ 6. Report to assigned shelter area.
- \_\_\_ 1. As conditions permit, re-establish communications between ECC and **(insert name of local emergency management jurisdiction.)**

**Typical tasks for the  
Emergency Information  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Medical  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as  
necessary.**

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as  
necessary.**

## Emergency Information Coordinator Checklist

- \_\_\_ 1. Report to the ECC.
- \_\_\_ 2. Prepare and issue information to personnel on “attack warning” procedures, fallout shelter locations, etc.
- \_\_\_ 3. If an attack is detected, report to the assigned shelter area.
- \_\_\_ 4. As conditions permit, coordinate with the local government Public Information Official or Emergency Management Coordinator in establishing a Joint Public Information Center.

**(Name/title of Public Information Official):**

**(work phone #) (home phone #)**

**(Name/title of Emergency Management Coordinator):**

**(work phone #) (home phone #)**

- \_\_\_ 5. As necessary, conduct media tours of the site (if damage was incurred).

## Emergency Medical Coordinator Checklist

- \_\_\_ 1. Report to the ECC.
- \_\_\_ 2. Ensure that emergency medical care is provided to injured persons (as necessary).
- \_\_\_ 1. If an attack is detected, report to the assigned shelter area. Assist with emergency medical care at the shelter as needed.

## Emergency Maintenance Coordinator Checklist

- \_\_\_ 1. Report to the ECC.
- \_\_\_ 2. Identify and stock onsite fallout shelter(s) to be used in the event personnel are unable to evacuate.
- \_\_\_ 3. Shut down non-essential utility systems.
- \_\_\_ 4. Assist with securing site entry points as necessary.
- \_\_\_ 5. If an attack is detected, report to the assigned shelter area.
- \_\_\_ 6. As conditions permit, inspect the site for damage.
- \_\_\_ 7. Assist with debris clearance and site cleanup as necessary.
- \_\_\_ 1. Start up utility systems.

## Emergency Security Coordinator Checklist

- \_\_\_ 1. Report to the ECC. Coordinate the activities listed below.
- \_\_\_ 2. Secure vital facilities, resources, equipment, and operations.
- \_\_\_ 3. Secure entry points to the site.
- \_\_\_ 4. If an attack is detected, report to the assigned shelter area.
- \_\_\_ 5. As conditions permit, control and coordinate the movement of people and vehicles at the site.
- \_\_\_ 1. Prevent unauthorized entry into the site.

## VITAL OPERATIONS

List those activities that are essential to the operations of the organization. Identify those people that will be responsible for ensuring the continuity of operations for as long as possible. List the method of contacting those people and when they will maintain operations.

	Vital Operation	Name/Title of Responsible Person	Telephone #'s:	Vital Operations Shift Assignment
			Work(W), Home(H), & Pager(P)	
1.	Operation of electrical control panel	Joe Smith Electrical Engineer Roger Dean Electrical Engineer	(insert phone numbers)	1st shift 6:00am - 2:00pm 2nd shift 2:00pm - 10:00pm
2.	Water purity testing	Diane Miller Water Quality Supervisor	(insert phone numbers)	1st shift 6:00am - 2:00pm
3.				
4.				
5.				
6.				
7.				

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## DEFINITIONS & ABBREVIATIONS

**The following are definitions commonly used throughout the sample plan. Sample Plan users should include general terms applicable to all types of disasters, as well as those terms that are unique to their site. Remove or change those definitions that are not used in the organization.**

**Access Control Point** - A staffed or barricaded point established to prohibit access to a hazardous or potentially hazardous area.

**Assembly Area** - A designated area, located away from the emergency scene, where persons gather during a site evacuation for the purpose of receiving emergency briefings and instructions, and to be accounted for. An assembly area may or may not be offsite; the location generally depends upon the size and type of site involved and the type of surrounding land uses.

**Command Post (CP)**- A base of operations established by a special unit or team of government to provide technical advice or response to the immediate site of an emergency or disaster.

**Director** - The person designated on the Site Emergency Team to make executive decisions regarding site operations, resources, and expenditures.

**Disaster** - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause, including but not limited to fire, flood, snow, ice, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous material incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action, or paramilitary action, or similar effects resulting from terrorist activities, riots or civil disorders.

**Emergency Control Center (ECC)** - The location from which key site personnel exercise direction and control in an emergency.

**Emergency Management Coordinator (EMC)** - The person appointed pursuant to Act 390 of the Public Acts of 1976 to coordinate emergency planning and services within (**name of jurisdiction**).

**Emergency Operations Center (EOC)** - The location from which government officials exercise direction and control in an emergency. For (**name of jurisdiction**), the EOC is located at (**insert address**).

**Emergency Situation** - Any situation confronting a site, facility, or community requiring emergency actions of a lesser nature than a disaster to include, but not be limited to, civil disturbances, labor strikes, and build-up activities prior to an actual disaster.

**Evacuation** - A protective action strategy that provides for the orderly movement of people away from an actual or potential hazard.

**In-Place Shelter** - A protective action designed to protect people from the effects of a hazard by sheltering people in a structure capable of providing such protection.

**Joint Public Information Center (JPIC)** - A center established by local government near the scene of a disaster for issuing information. It provides a central location for the joint issuance of accurate information to news media representatives by all levels of government and private industry.

**Local State of Emergency** - A declaration by a county or municipality with an appointed emergency management coordinator when circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from natural or human-made cause exists.

**Media Center** - A center established onsite (prior to the JPIC) for issuing emergency information and briefing the media. The Media Center may be closed if a JPIC is established.

**National Oceanic and Atmosphere Administration (NOAA)** - The administrating department of the National Weather Service. It is part of the U.S. Department of Commerce.

**On-scene Emergency Operations Center (OEOC)** - A command center established in close proximity to, but outside of the risk area, to function as a coordinating center for local government field forces.

**Protective Actions** - Those emergency measures taken to protect people from the effects of a hazard. These may include evacuation and in-place sheltering.

**Site Emergency Coordinator** - The person designated to coordinate emergency planning and services for (**name of site**). Duties include activating the Site Emergency Plan, implementing emergency procedures, and coordinating response activities from the Emergency Control Center.

**Site Emergency Plan** - The plan developed and maintained by (**name of site**) for the purpose of organizing and coordinating its emergency response activities and operations. The plan is consistent with the (**name of jurisdiction**) Emergency Operations Plan.

**State of Disaster** - A declaration by executive order or proclamation by the Governor under the provisions of Act 390, P.A. 1976,(as amended) which activates the disaster response and recovery aspects of state, county, and local emergency plans and authorizes deployment and use of any forces to which the plan or plans apply.

**Unit Emergency Coordinator** - The person designated from each (**name of work unit**) at (**name of site**) to carry out protective measures (evacuation or protective shelter) at the site.

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# **\* VIOLENT INCIDENT PROCEDURES**

(Addendum to Section Two of EMD Pub.602,  
Site Emergency Planning Workbook)

March 10, 2000

\* This copy of the addendum also contains introductory material taken from the current Site Emergency Planning Workbook. The material explains the composition of the Site Emergency Team and the typical job titles associated with team assignments.



## VIOLENT INCIDENT PROCEDURES

All too often we hear news accounts of incidents involving disgruntled employees, dissatisfied customers, estranged spouses, alienated students, and other individuals who, for whatever reason, decide to resolve situations through acts of violence. Such acts have occurred in post offices, factories, office buildings, and schools. Although infrequent in occurrence, these incidents have the potential to strike any work place environment. The incident may be isolated and pose a minimal threat to the entire site, or it may be wildly indiscriminant and result in a serious threat to every person on site.

The unpredictable and variable nature of these events makes the development of procedures difficult, but certain fundamental concepts do apply. Combining these concepts with procedures developed for other emergency events will provide a basis upon which response efforts can be maximized. It must be recognized, however, that the nature of a violent event and the manner in which it unfolds will determine the response. The event may be a one-on-one physical assault and require a routine local law enforcement response or the event may unfold as a mass casualty incident and require immediate protective measures, establishment of staging areas, implementation of family reunification procedures, the opening of a media center, and overall coordination of community resources.

Life safety concerns are paramount in these incidents and immediate evacuation or other protective actions must be taken to ensure the safety of all people on site. The accountability of everyone on site at the time of the incident is an important concern to the first responders arriving at the scene. Procedures for relocating individuals to a secure Family Reunification Center should be part of the plan. Preservation of evidence and protection of the crime scene are issues that need to be considered during development of the plan. A violent incident may disrupt normal operations for several days or more. As a result, short term and long term recovery issues need to be identified and planned for including the psychological impact upon the victims, responders, and witnesses.

In addition to the procedural guidelines in this document it is important to recognize that many procedures are “site-specific”. They must be tailored to the circumstances encountered as a result of the design of the building or lay out of the site. Requesting local first responders (police, fire, EMS, etc.) to tour the site and make suggestions based upon their expertise may aid in the development of these procedures.

While violence cannot be entirely prevented, the likelihood of it occurring can be reduced. The development of a mitigation plan (prevention plan) can be undertaken at the same time as the response plan. It can also be developed following the completion of the response plan. In either case the response plan will generate ideas, issues, and questions about reducing the chances of a violent incident occurring.

These ideas, issues, and questions should be used to develop a comprehensive and effective mitigation plan. Mitigation measures fall into two broad categories, structural and non-structural. Examples of structural measures would include such things as installing security doors, cameras, and metal detectors; increasing building set backs; securing on-site storage of chemicals; installation of gated parking; and construction of “safe haven” areas. Examples of non-structural mitigation measures would include such things as requiring all employees and visitors to sign-in when entering the site, implementing a dress code, requiring that identification cards be worn, instituting an anonymous tip line, and providing training in the identification of “at risk” individuals.

In developing a mitigation plan the team should identify its goals and objectives. A goal might be: “Reduce public access to the building”. An objective to meet this goal might be: “Reduce public access to all rear and side entrances”. Once the goals and objectives are identified, alternative mitigation measures can be compiled. In this case some alternatives might be: “install cameras at every rear and side entrance”, “staff each rear and side entrance with security personnel”, “install security alarms”, and “construct a perimeter fence around the site”. Finally, the alternative measures should be evaluated using identified screening criteria such as cost effectiveness, technical feasibility, reliability, and institutional acceptability.

The final mitigation plan should include: 1) identification of the issues, 2) what needs to be done to resolve the issues, 3) the methods to be employed to make it happen, and 4) a description of the process used to select specific mitigation alternatives.

**INSTRUCTIONS**

Develop procedures for response to an incident involving violence. Describe the notification and warning methods and procedures.

**Note:** In many incidents there will be little or no warning. In such cases individuals must be trained to take immediate action. In some cases, however, a significant threat will precede an event and provide some warning time.

**Life safety concerns must drive initial response actions. Any individuals who are safe should call 911. All individuals in danger must seek protection and immediate evacuation should be the first choice.**

Predesignated evacuation routes may not be safe in these incidents. It may be necessary to secure an office/classroom by locking or barricading the door(s). Once this is accomplished the office/classroom windows can be broken and used as exit points. Assembly areas should be several blocks from the site or in other “safe” buildings nearby. Those safely evacuated should notify police.

Some circumstances may not allow for evacuation. Therefore, alternative procedures must be developed—including identifying and/or creating secure areas, (“safe havens”) where in-place sheltering may provide a means of protection until rescue can be made.

**Note:** Sensitive plan information pertaining to these procedures must be identified and made known only to certain individuals. These individuals will be responsible for assisting and directing others to safety.

**SAMPLE TEXT****Notification and Warning**

1. Notification of a violent incident on site is made by **(by what means? alarm?, telephone?, message transmitted over PA system?)**.
2. The warning signal consists of **(describe the warning signal)**.
3. The first person becoming aware of the incident should activate the warning system as soon as they are able to safely do so. Immediate contact should be made to **(name of jurisdiction) Police (Sheriff?) Department** by calling **(insert telephone number)**.
4. Personnel will be given instructions **(by what means?)**.

**General Response**

1. Assistance from law enforcement and emergency medical personnel will be requested.
2. The type of protective actions taken will depend upon several factors, including the size, type, and location of the incident, the types of weapons being used, the number of individuals involved, and the level of property destruction taking place.
3. Unless otherwise directed the Unit Emergency Coordinators will decide the type of protective actions to take as soon as they are aware of the circumstances of the incident.
4. Individuals evacuating the site will report to the assembly area(s).
5. Unit Emergency Coordinators will account for their personnel at the evacuation assembly area and report this information to the Site Emergency Coordinator.
6. The Emergency Medical Coordinator will establish a triage area and begin treating those who have been injured. Medical treatment will be coordinated with arriving emergency medical response personnel.
7. The Site Emergency Coordinator will fully activate the Emergency control Center (ECC), if safe to do so.
8. If necessary, an alternate ECC will be established.
9. Evacuated individuals will remain at the assembly areas for further instructions.
10. A Family Reunification Center will be established away from the site.
11. Assistance from law enforcement personnel will be requested to prevent unauthorized access to the Family Reunification Center.
12. The Emergency Maintenance Coordinator will supply maps, blueprints, and other schematics of the site to law enforcement personnel.
13. The Site Emergency Coordinator will report to the Incident Commander **(the individual in charge of local response operations)** all known information pertaining to the incident **(i.e. number and location of persons involved, types of weapons involved, number of unaccounted personnel, number of hostages, number of injuries and fatalities, etc.)**.
14. The Emergency Information Coordinator will establish a Media Center.
15. The Emergency Security Coordinator will secure entry points to the site. Site security will be coordinated with arriving law enforcement personnel.
16. The Site Emergency Coordinator will brief the Director on the situation.
17. The Site Emergency Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken.
18. Individuals will be released as deemed appropriate.

19. Personnel released early will be recalled (**by what means? i.e., television or radio announcement? telephone?**) when conditions permit.

### Director Checklist

Typical tasks for the Director might include:

- 1. Identify the situation (i.e. description of the incident, number of individuals involved, location, type of threat, extent of injuries, etc.)
- 2. Issue protective action notification.
- 3. Call 911.
- 4. Authorize the use of organization resources by Site Emergency Team and local response agencies.
- 5. Secure personnel/student information.
- 6. Brief the Incident Commander on the situation.
- 7. Report to the ECC to monitor reports and conditions.
- 8. Establish a Family Reunification Center (FRC) away from the site and implement procedures to relocate individuals to the center.
- 9. Begin contacting immediate family members, directing them to the FRC.
- 10. Arrange for counseling services, critical incident stress debriefings, and clergy.
- 11. Authorize the establishment of the Media Center.

List other tasks as necessary.

Typical tasks for the Site Emergency Coordinator might include:

### Site Emergency Coordinator Checklist

- 1. Implement protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Activate the Site Emergency Plan.
- 4. Notify Emergency Medical Services at **(telephone)**
- 5. Verify that protective actions are underway.
- 6. Activate the ECC if safe to do so, and monitor reports about the disturbance and coordinate response activities.
- 7. Establish communications with **(name of jurisdiction)** Police Department **(telephone)**.
- 8. Account for all personnel/students/visitors.
- 9. Ensure available equipment, records, and information is secured.
- 10. Augment personnel and resources as necessary.

List other tasks as necessary.

Typical tasks for the Unit Emergency Coordinator might include:

### Unit Emergency Coordinator Checklist

- 1. Implement and coordinate protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Secure the current attendance records, work schedules, sign-in sheets, or other information identifying those present on the unit.
- 4. If evacuation is possible, direct all personnel/students to alternative assembly area(s) several blocks from the site.
- 5. If unable to safely evacuate, relocate to a “safe haven” area(s) or establish a “safe haven” area by locking or barricading doors.
- 6. Account for all personnel/students at assembly area(s) or “safe haven” area(s).
- 7. If possible notify responders of personnel/students that are accounted for and the location of the “safe haven” or assembly area(s).
- 8. Provide medical attention to those injured.
- 9. Remain at assembly area and await further instructions.

List other tasks as necessary.

Typical tasks for the  
Emergency Assessment  
Coordinator might include:

List other tasks as necessary.

Typical tasks for the  
Emergency  
Warning/Communications  
Coordinator might include:

List other tasks as necessary

Typical tasks for the  
Emergency Information  
Coordinator might include:

List other tasks as necessary.

## Emergency Assessment Coordinator Checklist

- 1. Implement protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Report to the ECC and maintain a written record of all events that occur related to the incident, including actions taken, decisions made and by whom, personnel involved, costs incurred, etc. If possible, a photographic or video record should be arranged.
- 4. As necessary, collect and compile damage/injury information from site personnel.
- 5. As necessary, report verified damage/injury information to the Emergency Information Coordinator for release to the media.
- 6. As necessary, prepare an after-action report.

## Emergency Warning/Communications Coordinator Checklist

- 1. Implement protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Report to the ECC and maintain a primary and alternate communications system between the ECC, the various work units onsite, and **(insert name of local emergency management jurisdiction.)**
- 4. Log messages received by and dispatched from the ECC.
- 5. Notify ECC staff as necessary.
- 6. Notify key officials as necessary.

## Emergency Information Coordinator Checklist

- 1. Implement protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Report to the ECC. Coordinate the activities listed below.
- 4. As conditions permit, obtain verified information about the nature of the incident, number of individuals involved, weapons involved, injuries to personnel/students, number of personnel/students unaccounted for, current status of situation (hostages, search and rescue, arrests, etc.)
- 5. Coordinate with the local government Public Information Official or Emergency Management Coordinator in establishing a Joint Public Information Center (if conditions warrant).

**(Name/title of Public Information Official):**  
**(work phone #) (home phone #)**

**(Name/title of Emergency Management Coordinator):**  
**(work phone #) (home phone #)**

- 6. Prepare disaster information (e.g. contact phone numbers)
- 7. Prepare and issue news releases to the media (as necessary).
- 8. Conduct regularly scheduled joint media briefings

**Typical tasks for the  
Emergency Medical  
Coordinator might include:**

**List other tasks as necessary.**

**Typical tasks for the  
Emergency Maintenance  
Coordinator might include:**

**List other tasks as necessary.**

**Typical tasks for the  
Emergency Security  
Coordinator might include:**

**List other tasks as necessary.**

## Emergency Medical Coordinator Checklist

- 1. Implement protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Access and secure individual medical records if possible.
- 4. Triage and treat injured personnel/students until response personnel arrive.
- 5. Coordinate with emergency medical response staff in assessing and treating injured personnel/students.
- 6. Coordinate offsite medical assistance, ambulance calling/pickup, staging areas, etc. (as necessary).
- 7. Maintain records of ambulance pickups and hospital/clinic destinations. Provide Public Information Officials and Family Reunification Centers with updated information.
- 8. Report to the ECC as necessary.
- 9. Collect and compile incident related health/medical information.

## Emergency Maintenance Coordinator Checklist

- 1. Implement protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Access and secure pre-designated site information (floor plans, blueprints, utility shutoff points, etc.)
- 4. Secure and lock designated areas if possible.
- 5. Report to the ECC. Coordinate the activities listed below.
- 6. Brief the Incident Commander on the status of the site (access points, utility shutoffs, available site equipment, etc.)
- 7. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
- 8. Assist with securing entry points as necessary.
- 9. Provide auxiliary power/lighting as necessary.
- 10. Provide emergency repair services as necessary.
- 11. Inspect the site for damage as soon as possible after regaining access to it.
- 12. Assist with debris clearance and site cleanup as necessary.

## Emergency Security Coordinator Checklist

- 1. Implement protective actions immediately upon becoming aware of the situation. Assist others as necessary.
- 2. Call 911 (If not already done).
- 3. Secure designated areas if possible.
- 4. Report to the ECC. Coordinate site security with law enforcement response personnel.
- 5. Secure entry points to the site, Media Center, and Family Reunification Center as necessary.
- 6. Prevent unauthorized entry onto the site, the Media Center, and the Family Reunification Center.
- 7. Control the movement of people and vehicles at the site.