DEVELOP THE PLAN

Purpose

The purpose of this module is to review emergency plan components and orient participants to a process for developing the emergency plan. Once the plan is created, follow up actions are also addressed. Participants will walk through an emergency plan template as components are reviewed.

Concepts are reinforced in this step to help ensure application to business by:

- Reviewing sections of an emergency plan template and identifying resources that will help participants in completing an emergency plan for their business.

- Demonstrating an understanding of Step 3 by responding to questions posed at critical decision points in a case study on emergency planning.

Objectives

After completing this module, participants will be able to:

- Recognize major components of an emergency plan and the points that should be addressed in each component:
    - Executive summary
    - Emergency management elements
    - Emergency response procedures
    - Support documents

Objectives (continued)

■ Recognize major development and follow-up tasks for creating an emergency plan :

  – Identify challenges and prioritize activities.
  – Write the plan.
  – Establish a training schedule.
  – Coordinate with outside organizations.
  – Maintain contact with corporate offices.
  – Review, conduct training, and revise.
  – Seek final approval.
  – Distribute the plan.

■ Identify resources that will help them in completing sections of an emergency plan.

■ Demonstrate an understanding of Step 3 by responding to questions posed at critical decision points in a case study on emergency planning.

■ Identify 2 actions related to Step 3 to implement at the workplace, as well as potential barriers to these actions and how to overcome these barriers.

Time

90 minutes (1:00 PM-2:40 PM, including a 10-minute break)

Agenda (Instructional Strategy and Content Outline)

The following topics and activities are covered in this module. An estimate of the time needed to cover each section of the module appears in parentheses.

1. Module Introduction (5 minutes)

    A. Purpose and Objectives

    B. Develop the Plan: Basic Components of the Emergency Plan (Orientation to Step 2/The Model)

    C. At-A-Glance Chart

    D. Large Group Discussion: How does your emergency plan compare to this list of components?

2. Executive Summary (2 minutes)

3. Emergency Management Elements (40 minutes)

    A. [Presentation and] Activity: Emergency Management Elements

    B. Activity: Emergency Management Elements and Your Business

    NOTE: No templates are provided in this module. Use the Tools and Resources to reference templates.

4. Emergency Response Procedures (3 minutes)

10-Minute Break

5. Support Documents (2 minutes)

6. The Development Process for Creating an Emergency Plan (6 minutes)

7. Case Study: Emergency Planning (27 minutes)

8. Activity: Priority Actions for Your Business (4 minutes)

9. Summary and Transition to Module 4 (1 minute)

Materials and Equipment

- ■ Participant Guide and Facilitator Guide
- ■ Flipchart, markers, and tape
- ■ Laptop or personal computer (PC) and LCD projector with wireless remote or projector
- ■ 25 PowerPoint slides

Suggestions for Time Management

- ■ Start promptly on time.
- ■ Watch the clock closely in managing activities and discussions during this module, especially in the section on emergency management elements.

Cues	Presentations and Activities
	1. Module Introduction (5 minutes)
	■ Start this module at the scheduled time.
PPT 3-1	■ Show PPT 3-1.
5-Minute Presentation & Large Group Discussion	■ Ask participants to turn to Page 1 of this module.
	■ Conduct a general introduction to this module (Step 3 of the 4-step planning process).
PPT 3-2	■ Show PPT 3-2.
	■ Briefly review the purpose and objectives of this module.
	■ Ask participants to turn to Page 3 of this module.
PPT 3-3	■ Show PPT 3-3.
	■ State that this is the third step of the 4-step emergency planning process that will be explored in this program.
PPT 3-4	■ Show PPT 3-4.
	■ Make the following points:
	– In this module, you will review the primary components of an emergency plan.
	– These components are identified in the Emergency Management Guide for Business and Industry – A Step-by-Step Approach to emergency Planning, Response and Recovery for Companies of All Sizes, FEMA 141/October 1993.
	■ Highlight the sections of the emergency plan that will be reviewed in this module:
	– Executive Summary
	– Emergency Management Elements
	– Emergency Response Procedures
	– Support Documents

■ Tell participants that:

  – While components may vary from plan to plan, those listed in the chart are generally accepted as basic components required in a comprehensive plan.

  – Note that some components have been discussed in previous modules based on how the overall planning process should be implemented.

■ Ask participants to turn to Page 4 of this module.

IMPORTANT: Explain that the chart on Page 4 provides an at-a-glance view of all section and components of a basic emergency plan.

■ **IMPORTANT:** Explain that this chart provides an at-a-glance view of all section and components of a basic emergency plan. The content in this module is organized in the way it is presented here.

■ Briefly summarize each section so that participants know what is contained in each one. Tell them that each area will be explored in greater detail in this module.

■ If you feel it is helpful, use this chart as a reference tool while you progress through this module to help participants in their understanding of the material.

Question

■ *Ask: How does your emergency plan compare to this list of components?*

■ Have at least 2 participants respond briefly to the question.

■ Link participant responses to what will be covered in this module.

■ Transition to presenting information contained in an executive summary.

2. Executive Summary (2 minutes)

**2-Minute
Presentation**

◼ Ask participants to turn to Page 5.

◼ Introduce this section on the executive summary of an emergency plan.

PPT 3-5

◼ Show PPT 3-5.

◼ Make the following points:

- The executive summary is an important part of your emergency plan.

- It is the first part of the plan that everyone will read.

- The executive summary should present the scope and fundamentals of your business's approach to emergency planning.

◼ Briefly review each of the components within the executive summary. Remind participants that the components were reviewed in previous modules (Modules 1 and 2).

❑ Purpose of the Plan/Mission Statement – discussed in Module 1)
❑ Authorities and Responsibilities of Key Personnel – discussed in Module 1
❑ Types of Emergencies that Could Occur (Capabilities and Vulnerabilities) – discussed in Module 1
❑ Managing Response Operations l – discussed in Module 1
❑ Schedule and Budget l – discussed in Module 1

◼ Remind participants that template samples are provided in the Tools and Resources section of the PG for future reference. As time permits and if appropriate/necessary, show the templates to participants.

3. Emergency Management Elements (40 minutes)

40-Minute Presentation/ Activities

- Ask participants to turn to Page 6.

- Introduce this section on the emergency management elements. Emphasize this section as a main source of content for the emergency plan.

- *Budget your time carefully through this section.*

PPT 3-6

- Show PPT 3-6.

- Make the following points:

  – This section of the emergency plan describes the facility's approach to the core elements of emergency management.

  – These elements are the foundation for emergency procedures that your facility will follow to protect personnel and equipment and resume operations.

PPT 3-7

- Show PPT 3-7.

- Review the activity directions.

PPT 3-8

- Show PPT 3-8.

- Present a brief review of the emergency management elements that are covered in this section.

  1. Direction and Control
  2. Communications
  3. Life Safety
  4. Property Protection
  5. Community Outreach
  6. Recovery and Restoration
  7. Administration and Logistics

You may opt to present information on one or more elements based on time or size of the class – and to save time.	■ Break participants into small groups and assign an element to each group. You may opt/prefer to present information on one or more elements based on time/size of the class (and to save time).
	
	■ Explain that while there are a number of pages provided in the PG on this very important topic, additional information has been provided as reference material.
	
	■ Tell groups to begin reviewing information about their element.
	
	■ Remind them to:
	
	   – Prepare a presentation that is **short** (approximately 2-3 minutes) on 5 key points.
	
	   – Use the information on Pages 7-32.
	
	   – Assign a recorder and reporter.
	
	   – Use the newsprint/easel to record/write down key points. (Provide newsprint and markers to each group.)
	
	■ Give the class about 12 minutes to work on their presentations.
	
	■ Provide assistance to the groups during their small group work.

Debrief	■ Ask groups to present an **overview** of all the elements in the next 20 minutes. Use the order of the elements as organization (1-7). ■ If you chose to present information on one or more elements, integrate your presentations now, as well. ■ As groups present their elements, highlight additional key points.
PPTs 3-9 through 3-18	■ **NOTE:** PPTs 3-9 through 3-18 are provided for your use if choose to reinforce key points and time permits.

5-Minute Activity	■ Ask participants to turn to Page 33.
	■ Conduct a 5-minute activity in which participants use this survey/these questions to quickly gauge their current business level of preparedness in regards to emergency management elements.
PPT 3-19	■ Show PPT 3-19.
	■ Review the activity directions.
	■ Ask participants to work individually for 2-3 minutes to complete this activity by checking ratings and answering the question (How will your business ensure that each of these core management elements are in place for its emergency planning effort?) below the ratings.
Debrief	■ In the time remaining (2 minutes), ask a couple of participants to share the results of their ratings and how they answered the question.

4. Emergency Response Procedures (3 minutes)

**3-Minute
Presentation**

■ Ask participants to turn to Page 34.

■ Conduct a 3-minute presentation on emergency response procedures.

PPT 3-20

■ Show PPT 3-20.

■ Make the following points:

– Procedures spell out how the facility will respond to emergencies.

– Whenever possible, develop them as a series of checklists that can be quickly accessed by senior management, department heads, response personnel, and employees.

– Determine what actions would be necessary to:

1. Assess the situation.

2. Protect employees, customers, visitors, equipment, vital records and other assets, particularly during the first three days. Share sample of an essential supply list. Discuss where to store supplies.

3. Get the business back up and running.

■ Present examples of procedures, per the PG. This will help participants to understand what must be created or located at their business.

PPT 3-21

■ Show PPT 3-21.

■ Remind participants that the objectives of procedures are to ensure that, in an emergency, personnel should know:

– What is my role?
– Where should I go?

BREAK

■ Take a 10-minute break.

5. Support Documents (2 minutes)

**2-Minute
Presentation**

■ Ask participants to turn to Page 35.

■ Conduct a 2-minute presentation on emergency response procedures.

PPT 3-22

■ Show PPT 3-22.

■ Make a brief presentation on documents that could be needed in an emergency. Provide examples from the following 3 categories:

    – Emergency call lists
    – Building and site maps
    – Resource lists

6. The Development Process for Creating an Emergency Plan (6 minutes)

6-Minute Presentation

- Ask participants to turn to Page 36.

- Conduct a 6-minute presentation on steps and tasks for developing an emergency plan.

PPT 3-23

- Show PPT 3-23.

- Present key points about the main steps described on Pages 36-39 in the available time:

  1. Identify Challenges and Prioritize Activities
  2. Write the Plan
  3. Establish a Training Schedule
  4. Coordinate with Outside Organizations
  5. Maintain Contact with Other Corporate Offices
  6. Review, Conduct Training, and Revise
  7. Seek Final Approval
  8. Distribute the Plan

	7. Case Study: Emergency Planning (27 minutes)
27-Minute Case Study	■ Ask participants to turn to Page 40.
	■ Re-Introduce the case study that is woven throughout the program (in all 4 steps/modules).
	– Remind participants that this part of the case study will focus on the third step of the 3-step emergency planning process addressed in this module.
	– This is a 27-minute activity.
PPT 3-24	■ Show PPT 3-24.
	■ Review the activity directions.
	■ Remind participants that they will, once again, play the role of a consultant to the planning team at One is Not Enough Cookie Company.
	■ Help participants to form small groups of about 3-5 participants. Encourage them to work with different people than previously, if possible.
	■ Review the issues and ask participants to spend about 15 minutes discussing and responding to the questions on Pages 40-41. Note that the issues are presented in 3 questions, so they must budget their time – about 5 minutes per question.
	■ Remind each group to identify a recorder and reporter.
Debrief	■ Facilitate a 10-minute debrief, splitting the time between each question.
	■ Reinforce the importance of working with resources and related checklists, templates, etc. in this program when developing an emergency training plan.
	■ *Ask: Who worked with resources in this program to help respond to these questions? Which resources? How did you use these resources?*

**Debrief
(continued)**

- Possible responses/notes for Question #1

  - There are numerous ways to interface with the community in emergency planning. From this module, examples of ways to interface with the community that small groups might reference include Direction and Control (Coordination of Outside Resources), Communications, Life Safety (Shelter), Community Outreach, Emergency Response Procedures, and Training.

  - An example from Module 1 includes assigning functional responsibility on the planning team to community relations.

  - An example from Module 2 includes working with the community to determine capabilities and vulnerabilities (beyond the walls of the business).

- Possible responses/notes for Question #2

  - Assign duties to employees in case of an emergency that occurs in the community. Commit to volunteers based on specific community needs and skills of employees.

  - Identify and commit to donating specific equipment that might prove valuable in a community-wide emergency.

- Possible responses/notes for Question #3

  - Assign the responsibility to a small committee with specific timelines – vs. assigning this task to an individual.

  - Call the national Safety Council to assist in creating procedures.

  - Conduct a web search for model or sample procedures. Use these as a base from which to create your own.

Question

- ■ *Ask: How can you apply your work in this case study to your business situation?*

- ■ Have 1-2 participants respond to this question. Share additional ideas, as time permits.

8. **Activity: Priority Actions for Your Small Business
(4 minutes)**

**4-Minute
Individual
Activity**

■ Ask participants to turn to Page 42.

■ Facilitate a 4-minute individual activity.

■ Remind participants that it is time for them to determine how they will use what they have learned in this module on their jobs.

PPT 3-25

■ Show PPT 3-25.

Question

■ A*sk participants: How can you use what you learned in this module to your emergency planning efforts back at your business?*

■ Review the directions for the activity and the possible actions provided as examples.

■ Allow time for participants to work individually on identifying actions, potential barriers, and how to overcome barriers.

■ As time permits, ask participants to share some of their actions.

9. Summary and Transition to Module 4 (1 minute)

**1-Minute
Summary and
Transition**

- Highlight a few of the key points from this module as you summarize what was covered. Use the objectives as a guide to reinforce important points.

- Tell participants that the next session is the conclusion.

BREAK

- There is a 10-minute break after this module.