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# TOOLS & RESOURCES

## **Purpose**

The purpose of this Tools and Resources section is to provide you with:

1. The templates you were introduced to in the training program. Feel free to copy and use any of the templates in this section to suit your needs.
2. Resources where you can look for further information. The Job Aid: Resources for Emergency Planning is a compilation of publications, organizations, offices, contacts, phone numbers, and web sites. Most will provide you with guidance and resources at no charge.

## Table of Contents

Basic Components of the Emergency Plan.....	4
Emergency Plan For.....	5
Emergency Contact Information.....	5
Emergency Planning Team.....	6
Area/Floor Monitors (If applicable).....	6
Assistants to Physically Challenged (If applicable).....	7
Mission Statement.....	7
Work Schedule and Planning Deadlines.....	7
Budget.....	8
Capabilities: Internal Plans and Policies.....	9
Capabilities: Outside Groups.....	10
Capabilities: Codes and Regulations.....	12
Capabilities: Critical Products, Services, and Operations.....	13
Capabilities: Internal Resources and Capabilities.....	15
Capabilities: External Resources.....	16
Capabilities: Insurance Review.....	18
Types of Emergencies/Vulnerability Analysis.....	19
Emergency Management Group (EMG).....	20
Incident Command System (ICS).....	21
Emergency Operations Center (EOC).....	22
Communications.....	23
Life Safety.....	24
Property Protection.....	25
Community Outreach.....	26
Recovery and Restoration.....	27
Administration and Logistics.....	28
Emergency Response Procedures.....	29
Support Documents.....	30
The Development Process.....	31
Work Schedule and Planning Deadlines (Identify Challenges and Prioritize Activities).....	31
Training Schedule.....	31
Coordination/Protocols with Outside Organizations.....	31
Contact with Other Corporate Offices.....	31
Final Approval/Sign-Off.....	31
Emergency Training Plan.....	32
Training Drills and Exercises.....	33

## Table of Contents (continued)

Job Aid: Resources for Emergency Planning .....	34
<i>Organizations</i>	
<i>Additional Organizations</i>	
<i>Planning Guides</i>	
<i>Ready Business Mentoring Initiative Materials</i>	
<i>Emergency Planning and Business Continuity Materials</i>	
<i>Assess Building Air Protection</i>	

## Basic Components of the Emergency Plan

Major Sections of the Plan	Components (At-a-Glance)
<b>Executive Summary</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose of the Plan/Mission Statement</li> <li><input type="checkbox"/> Authorities and Responsibilities of Key Personnel</li> <li><input type="checkbox"/> Types of Emergencies that Could Occur (Capabilities and Vulnerabilities)</li> <li><input type="checkbox"/> Managing Response Operations</li> <li><input type="checkbox"/> Schedule and Budget</li> </ul>
<b>Emergency Management Elements</b>	<ol style="list-style-type: none"> <li>1. Direction and Control</li> <li>2. Communications</li> <li>3. Life Safety</li> <li>4. Property Protection</li> <li>5. Community Outreach</li> <li>6. Recovery and Restoration</li> <li>7. Administration and Logistics</li> </ol>
<b>Emergency Response Procedures</b>  <i>Determine actions necessary to:</i> <ul style="list-style-type: none"> <li>■ Assess the situation.</li> <li>■ Protect employees, customers, visitors, equipment, vital records and other assets, particularly during the first 3 days.</li> <li>■ Get the business back up and running.</li> </ul> <i>In an emergency, all personnel should know their role and where they should go.</i>	<p><i>Specific procedures might be needed for any number of situations such as bomb threats or tornadoes, and for such functions as:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Warning Employees and Customers</li> <li><input type="checkbox"/> Communicating with Personnel and Community Responders</li> <li><input type="checkbox"/> Conducting an Evacuation and Accounting for All Persons</li> <li><input type="checkbox"/> Managing Response Activities</li> <li><input type="checkbox"/> Activating and Operating an Emergency Operations Center</li> <li><input type="checkbox"/> Fighting Fires</li> <li><input type="checkbox"/> Shutting Down Operations</li> <li><input type="checkbox"/> Protecting Vital Records</li> <li><input type="checkbox"/> Restoring Operations</li> </ul> <p><i>Some facilities are required to develop:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Escape Procedures and Routes</li> <li><input type="checkbox"/> Procedures for Employees Who Perform or Shut Down Critical Operations Before an Evacuation</li> <li><input type="checkbox"/> Procedures to Account for All Employees, Visitors, and Contractors After an Evacuation</li> <li><input type="checkbox"/> Rescue and Medical Duties for Assigned Employees</li> <li><input type="checkbox"/> Procedures for Reporting Emergencies</li> <li><input type="checkbox"/> Names of Persons or Departments to Contact for Information About the Plan</li> </ul>
<b>Support Documents</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Call Lists</li> <li><input type="checkbox"/> Building and Site Maps</li> <li><input type="checkbox"/> Resource Lists</li> </ul>

## SAMPLE EMERGENCY PLAN

### **Emergency Plan For:**

If this location is not accessible, we will operate from location below:

Business Name	Business Name
Address	Address
City, State	City, State
Telephone Number	Telephone Number

The following person is our primary Emergency Coordinator and will serve as the company spokesperson in an emergency:

If the person is unable to manage the emergency, the person below will succeed in management:

Primary Emergency Contact	Secondary Emergency Contact
Telephone Number	Telephone Number
Alternative Number	Alternative Number
E-Mail	E-Mail

Designated Responsible Official  
(Highest Ranking Manager at Facility)

Name
Telephone Number
Alternative Number

### **Emergency Contact Information:**

Dial 9-1-1 in an Emergency	Date of Plan (Update Plan Annually)
Non-Emergency Police/Fire	By
Insurance Provider	Title

## SAMPLE EMERGENCY PLAN (continued)

**Emergency Planning Team**

The following people participate in emergency planning and crisis management.

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

**Area/Floor Monitors (If applicable)**

Area/Floor	Name	Telephone Number
------------	------	------------------

Area/Floor	Name	Telephone Number
------------	------	------------------

Area/Floor	Name	Telephone Number
------------	------	------------------

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## SAMPLE EMERGENCY PLAN (continued)

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**Assistants to Physically Challenged (If applicable)**

_____ Name	_____ Telephone Number
_____ Name	_____ Telephone Number
_____ Name	_____ Telephone Number

**Mission Statement**

Include the mission statement for this emergency planning effort in the space below.

**Work Schedule and Planning Deadlines**

Include the schedule for this emergency planning effort in the space below, including the development plan for creating the emergency plan.

## SAMPLE EMERGENCY PLAN (continued)

**Budget**

Include the budget for this emergency planning effort in the space below.

Items	Cost
New equipment for handling emergencies	
Printing	
Seminars	
Consulting Services	
Other:	
Other:	
Other:	
Other:	



## SAMPLE EMERGENCY PLAN (continued)

**Capabilities: Internal Plans and Policies**

The following plans and policies were reviewed (please check). Note additional plan/policies reviewed in the space provided.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Evacuation Plan</li> <li><input type="checkbox"/> Fire Protection Plan</li> <li><input type="checkbox"/> Safety and Health Program</li> <li><input type="checkbox"/> Environmental Policies</li> <li><input type="checkbox"/> Security Procedures</li> <li><input type="checkbox"/> Insurance Programs</li> <li><input type="checkbox"/> Finance and Purchasing Procedures</li> <li><input type="checkbox"/> Plant Closing Policy</li> <li><input type="checkbox"/> Employee Manuals</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazardous Materials Plan</li> <li><input type="checkbox"/> Process Safety Assessment</li> <li><input type="checkbox"/> Risk Management Plan</li> <li><input type="checkbox"/> Capital Improvement Program (i.e. Does the document address emergency needs/issues in terms of future budget considerations? For example, you may need to buy new alarms, a back-up generator, etc.)</li> <li><input type="checkbox"/> Mutual Aid Agreements</li> </ul> |
|---|---|

*Other documents.*

Plan/Policy Reviewed	Plan/Policy Reviewed
Plan/Policy Reviewed	Plan/Policy Reviewed
Plan/Policy Reviewed	Plan/Policy Reviewed

The following plans/policies related to this emergency plan are enclosed/attached in this section:

Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section

## SAMPLE EMERGENCY PLAN (continued)

### ☐ Capabilities: Outside Groups

The following outside groups/sources of information were contacted to determine potential emergencies and about plans/available resources for emergency response (please check). Note additional groups/sources of information and contact information in the space provided.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Department</li> <li><input type="checkbox"/> Health Care/Medical Resources<br/>(ambulatory care, rural health clinic, hospital, long term care, rehabilitative, mental health, physician offices, home care, laboratories)</li> <li><input type="checkbox"/> Community Emergency Management Office</li> <li><input type="checkbox"/> Local Emergency Planning Committee (LEPC)</li> <li><input type="checkbox"/> Mayor or Community Administrator's Office</li> <li><input type="checkbox"/> Police Department</li> <li><input type="checkbox"/> American Red Cross</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> National Weather Service</li> <li><input type="checkbox"/> Public Works Department/Utilities</li> <li><input type="checkbox"/> Planning Commission</li> <li><input type="checkbox"/> Telephone Companies</li> <li><input type="checkbox"/> Electric Utilities</li> <li><input type="checkbox"/> Neighboring Businesses</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> Public Health</li> <li><input type="checkbox"/> Public Schools, Colleges, and Universities</li> <li><input type="checkbox"/> Local or Regional FBI Office</li> <li><input type="checkbox"/> Citizen Corps/Medical Reserve Corps</li> <li><input type="checkbox"/> Media and Communications (print, radio, TV)</li> </ul> |
|---|--|

*Other outside groups/sources of information contacted:*

Outside Group	Outside Group
---------------	---------------

Outside Group	Outside Group
---------------	---------------

*Contact information: Note groups/individuals who will also participate on the planning team.*

Name	Group/Source of Information
------	-----------------------------

Contact Information (Phone Number, Other)

Name	Group/Source of Information
------	-----------------------------

Contact Information (Phone Number, Other)

Name	Group/Source of Information
------	-----------------------------

Contact Information (Phone Number, Other)

Name	Group/Source of Information
------	-----------------------------

Contact Information (Phone Number, Other)

## SAMPLE EMERGENCY PLAN (continued)

### ☐ Capabilities: Outside Groups (continued)

Name	Group/Source of Information
Contact Information (Phone Number, Other)	
Name	Group/Source of Information
Contact Information (Phone Number, Other)	
Name	Group/Source of Information
Contact Information (Phone Number, Other)	
Name	Group/Source of Information
Contact Information (Phone Number, Other)	
Name	Group/Source of Information
Contact Information (Phone Number, Other)	
Name	Group/Source of Information
Contact Information (Phone Number, Other)	
Name	Group/Source of Information
Contact Information (Phone Number, Other)	
Name	Group/Source of Information
Contact Information (Phone Number, Other)	

## SAMPLE EMERGENCY PLAN (continued)

### ❑ Capabilities: Codes and Regulations

The following Federal, State, and local regulations apply to our emergency planning effort were reviewed (please check).

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Occupational Safety and Health Regulations (OSHA, other)</li> <li><input type="checkbox"/> Environmental Regulations</li> <li><input type="checkbox"/> Fire Codes</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Seismic Safety Codes</li> <li><input type="checkbox"/> Transportation Regulations</li> <li><input type="checkbox"/> Zoning Regulations</li> <li><input type="checkbox"/> Corporate Policies</li> </ul> |
|--|--|

*Other codes and regulations:*

Code/Regulation	Code/Regulation
Code/Regulation	Code/Regulation

The following plans/policies related to this emergency plan are enclosed/attached in this section:

Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section
Plan/Policy Included in this Section	Plan/Policy Included in this Section

## SAMPLE EMERGENCY PLAN (continued)

**Capabilities: Critical Products, Services, and Operations**

The following critical products, services, and operations must be considered to assess the impact of potential emergencies and determine the need for backup systems (please check).

- Company products and services and the facilities and equipment needed to produce them.

Products/services and facilities/equipment	Products/services and facilities/equipment
Products/services and facilities/equipment	Products/services and facilities/equipment
Products/services and facilities/equipment	Products/services and facilities/equipment
Products/services and facilities/equipment	Products/services and facilities/equipment

- Products and services provided by suppliers, especially sole source vendors.

Products/services by suppliers	Products/services by suppliers
Products/services by suppliers	Products/services by suppliers
Products/services by suppliers	Products/services by suppliers
Products/services by suppliers	Products/services by suppliers

- Lifeline services such as electrical power, water, sewer, gas, telecommunications and transportation.

Lifeline services	Lifeline services
Lifeline services	Lifeline services
Lifeline services	Lifeline services
Lifeline services	Lifeline services

## SAMPLE EMERGENCY PLAN (continued)

### Capabilities: Critical Products, Services, and Operations (continued)

- Operations, equipment, and personnel vital to the continued functioning of the facility.

Operations, equipment, and personnel	Operations, equipment, and personnel
Operations, equipment, and personnel	Operations, equipment, and personnel
Operations, equipment, and personnel	Operations, equipment, and personnel
Operations, equipment, and personnel	Operations, equipment, and personnel

- From where will response operations be managed in the case of an emergency?

Location/Related Information

Information pertaining to the following critical products, services, and operations are enclosed/attached in this section.

## SAMPLE EMERGENCY PLAN (continued)

### **Capabilities: Internal Resources and Capabilities**

The following internal resources and capabilities may be needed in an emergency (please check).

- Personnel:** Fire brigade, hazardous materials response team, emergency medical services, security, emergency management and/or response team, evacuation team, public information officer
- Equipment:** Fire protection and suppression equipment, first aid supplies, emergency supplies, communications equipment, warning systems, emergency power equipment, decontamination equipment
- Facilities:** Emergency operating center, media briefing area, shelter areas, first-aid stations, sanitation facilities
- Organizational capabilities:** Training, evacuation plan, employee support system, ADA/special needs issues
- Backup systems:** Arrangements with other facilities to provide for:
 

<ul style="list-style-type: none"> <li>– Payroll</li> <li>– Communications</li> <li>– Production</li> <li>– Customer services</li> </ul>	<ul style="list-style-type: none"> <li>– Shipping and receiving</li> <li>– Information systems support</li> <li>– Emergency power</li> <li>– Recovery support</li> </ul>
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*Other internal resources and capabilities:*

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Information pertaining to the following internal resources and capabilities are enclosed/attached in this section:

## SAMPLE EMERGENCY PLAN (continued)

### ❑ Capabilities: External Resources

The following external resources may be needed in an emergency (please check). Note additional resources and contact information in the space provided.

- |   |   |
|---|---|
| <input type="checkbox"/> Local Emergency Management Office<br><input type="checkbox"/> Fire Department<br><input type="checkbox"/> Hazardous Materials Response Organization<br><input type="checkbox"/> Emergency Medical Services<br><input type="checkbox"/> Hospitals | <input type="checkbox"/> Local and State Police<br><input type="checkbox"/> Community Service Organizations<br><input type="checkbox"/> Utilities<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Suppliers of Emergency Equipment<br><input type="checkbox"/> Insurance Carriers |
|---|---|

*Other external resources contacted:*

External Resource	External Resource
External Resource	External Resource

*Contact information: Note groups/individuals who will also participate on the planning team.*

Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	



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## SAMPLE EMERGENCY PLAN (continued)

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### ☐ Capabilities: External Resources (continued)

Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	
Name	External Resource
Contact Information (Phone Number, Other)	

## SAMPLE EMERGENCY PLAN (continued)

**❑ Capabilities: Insurance Review**

Results of the meeting with the insurance carrier are enclosed/attached.

*Open for Business Worksheet*  
**Insurance Coverage Discussion Form**

*Use this form to discuss your insurance coverage with your agent. Having adequate coverage now will help you recover more rapidly from a catastrophe.*

Insurance Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### INSURANCE POLICY INFORMATION

Type of Insurance	Policy No.	Deductibles	Policy Limits	Coverage (General Description)

Do you need Flood Insurance? Yes \_\_\_ No \_\_\_

Do you need Earthquake Insurance? Yes \_\_\_ No \_\_\_

Do you need Business Income and Extra Expense Insurance? Yes \_\_\_ No \_\_\_

Other disaster-related insurance questions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## **SAMPLE EMERGENCY PLAN (continued)**

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### **□ Types of Emergencies/Vulnerability Analysis**

Attach/enclose the results of the vulnerability analysis in this section. Include emergencies that may impact your business and an assessment of the vulnerability of your facility – the probability and potential impact of each emergency.

## SAMPLE EMERGENCY PLAN (continued)

**☐ Emergency Management Group (EMG)**

The following employees are members of the EMG.

Name	Function
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Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

Name	Function
------	----------

Contact Information (Phone Number, Other)

## SAMPLE EMERGENCY PLAN (continued)

### Incident Command System (ICS)

The following employees are members of the ICS. Coordination of security and outside response is noted, as appropriate.

Name	Function
Contact Information (Phone Number, Other)	
Name	Function
Contact Information (Phone Number, Other)	
Name	Function
Contact Information (Phone Number, Other)	
Name	Function
Contact Information (Phone Number, Other)	
Name	Function
Contact Information (Phone Number, Other)	
Name	Function
Contact Information (Phone Number, Other)	

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## SAMPLE EMERGENCY PLAN (continued)

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**□ Emergency Operations Center (EOC)**

The following location serves as a centralized management center for emergency operations.

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Location/Related Information

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## **SAMPLE EMERGENCY PLAN (continued)**

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### **Communications**

Information pertaining to the following communications is enclosed/attached in this section.

- Contingency planning
- Emergency communications
- Family communications
- Notification
- Warning

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## SAMPLE EMERGENCY PLAN (continued)

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### Life Safety

Information pertaining to the following life safety issues is enclosed/attached in this section.

- Evacuation planning
- Evacuation routes and exits
- Assembly areas and accountability
- Shelter
- Training and information
- Family preparedness



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## SAMPLE EMERGENCY PLAN (continued)

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### Property Protection

Information pertaining to the following property protection issues is enclosed/attached in this section.

- Procedures for:
  - Fighting fires
  - Containing material spills
  - Closing or barricading doors and windows
  - Shutting down equipment
  - Covering or securing equipment
  - Moving equipment to a safe location
- Protection systems
  - Fire protection systems
  - Lightning protection systems
  - Water-level monitoring systems
  - Overflow detection devices
  - Automatic shutoffs
  - Emergency power generation system
- Mitigation
- Facility shut down
- Records preservation

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## **SAMPLE EMERGENCY PLAN (continued)**

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### **Community Outreach**

Information pertaining to the following community outreach issues is enclosed/attached in this section.

- Involving the community
- Mutual aid agreements
- Community service
- Public information
- Media relations

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## SAMPLE EMERGENCY PLAN (continued)

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### Recovery and Restoration

Information pertaining to the following recovery and restoration issues is enclosed/attached in this section.

- Planning for bringing systems back on-line:
  - Repairing or replacing equipment.
  - Relocating operations to an alternate location.
  - Contracting operations on a temporary basis.
- Continuity of management procedures for:
  - Assuring the chain of command.
  - Maintaining lines of succession for key personnel.
  - Moving to alternate headquarters.
- Insurance
- Employee support
- Resuming operations

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## **SAMPLE EMERGENCY PLAN (continued)**

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### **Administration and Logistics**

Information pertaining to the following administration and logistics issues is enclosed/attached in this section.

- Administrative actions
- Logistics

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## **SAMPLE EMERGENCY PLAN (continued)**

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### **□ Emergency Response Procedures**

Procedures are needed to respond to specific emergencies such as bomb threats or tornadoes. Enclose/attach information pertaining to specific emergencies in this section.

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## SAMPLE EMERGENCY PLAN (continued)

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### ❑ Support Documents

The following documents could be needed in an emergency. Enclose/attach documents pertaining to emergencies in this section.

- ❑ Emergency call lists – lists (wallet size if possible) of all persons on and off site who would be involved in responding to an emergency, their responsibilities, and their 24-hour telephone numbers
- ❑ Building and site maps that indicate:
  - Utility shutoffs
  - Water hydrants
  - Water main valves
  - Water lines
  - Gas main valves
  - Gas lines
  - Electrical cutoffs
  - Electrical substations
  - Storm drains
  - Sewer lines
  - Location of each building (include name of building, street name and number)
  - Floor plans
  - Alarm and enunciators
  - Fire extinguishers
  - Fire suppression systems
  - Exits
  - Stairways
  - Designated escape routes
  - Restricted areas
  - Hazardous materials (including cleaning supplies and chemicals)
  - High-value items
- ❑ Resource lists – lists of major resources (equipment, supplies, services) that could be needed in an emergency; mutual aid agreements with other companies, and government agencies.

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## SAMPLE EMERGENCY PLAN (continued)

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**The Development Process**

Procedures are needed to respond to specific emergencies such as bomb threats or tornadoes. Enclose/attach information pertaining to specific emergencies in this section.

**Work Schedule and Planning Deadlines (Identify Challenges and Prioritize Activities)**

Update the schedule for this emergency planning effort, including addressing problem areas identified in the vulnerability analysis and timelines for developing the emergency plan. Make writing assignments.

**Training Schedule**

Enclose/attach the training schedule for the business in this section.

**Wes: Note that training will be addressed in Mod 4/Step 4.**

**Coordination/Protocols with Outside Organizations**

Enclose/attach protocols agreed upon with outside organizations in this section.

**Contact with Other Corporate Offices**

Enclose/attach information and procedures pertaining to internal coordination in this section.

**Final Approval/Sign-Off**

Obtain written approval from the Chief Executive Office and/or senior management.

---

Name

---

Signature

---

Title

---

Contact Information (Phone Number, Other)

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## SAMPLE EMERGENCY PLAN (continued)

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### **Emergency Training Plan**

Attach/enclose the emergency training plan in this section. Address the needs of employees, contractors, visitors, managers, and those with an emergency response role. Determine for a 12 month period:

- Who will be trained?
- Who will do the training?
- What training activities will be used?
- When and where will each session take place?
- How will the session be evaluated and documented?



## SAMPLE EMERGENCY PLAN (continued)

### Training Drills and Exercises

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<b>Management Orientation/Review</b>												
<b>Employee Orientation/Review</b>												
<b>Contractor Orientation/Review</b>												
<b>Community/Media Orientation/Review</b>												
<b>Management Tabletop Exercise</b>												
<b>Response Team Tabletop Exercise</b>												
<b>Walk-Through Drill</b>												
<b>Functional Drill</b>												
<b>Evacuation Drill</b>												
<b>Full-Scale Exercise</b>												

## Job Aid: Resources for Emergency Planning

There are numerous organizations and resources available to assist you in emergency planning efforts.

### Organizations

Listed in alphabetical order, the national organizations listed in this section of the job aid are generally accepted as leaders in the emergency preparedness and response field. Contact the organization directly for more information. Web sites, addresses (where available), phone number, and a brief description of their organizational focus and services is provided for you.

#### **American Red Cross**

[http://www.redcross.org/services/prepare/0,1082,0\\_239\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_239_,00.html)

American Red Cross National Headquarters  
2025 E Street NW  
Washington, DC 20006  
1-800-733-2767

Since its founding in 1881 by visionary leader Clara Barton, the American Red Cross has been the nation's premier emergency response organization. As part of a worldwide movement that offers neutral humanitarian care to the victims of war, the American Red Cross distinguished itself by also aiding victims of devastating natural disasters. Over the years, the organization has expanded its services, always with the aim of preventing and relieving suffering.

#### **Centers for Diseases Control (CDC), National Institute for Occupational Safety and Health (NIOSH)**

<http://www.cdc.gov/niosh/topics/prepared/>

1-800-35-NIOSH (1-800-356-4674) or outside the U.S. 1-513-533-8326

The Occupational Safety and Health Act of 1970 created both NIOSH and the Occupational Safety and Health Administration (OSHA). OSHA is in the U.S. Department of Labor and is responsible for developing and enforcing workplace safety and health regulations. NIOSH is in the U.S. Department of Health and Human Services and is an agency established to help assure safe and healthful working conditions for working men and women by providing research, information, education, and training in the field of occupational safety and health.

## Job Aid: Resources for Emergency Planning (continued)

### Organizations (continued)

#### Department of Health and Human Services, Centers for Diseases Control (CDC),

<http://www.bt.cdc.gov/index.asp> or

[http://www.cdc.gov/niosh/topics/prepared/prepared\\_other.html](http://www.cdc.gov/niosh/topics/prepared/prepared_other.html)

1600 Clifton Rd

Atlanta, GA 30333, USA

1-404-639-3311

CDC Contact Center: 1-800-CDC-INFO or 1-888-232-6348 (TTY)

The Centers for Disease Control and Prevention (CDC) is one of the 13 major operating components of the Department of Health and Human Services (HHS). Since it was founded in 1946 to help control malaria, CDC has remained at the forefront of public health efforts to prevent and control infectious and chronic diseases, injuries, workplace hazards, disabilities, and environmental health threats. Today, CDC is globally recognized for conducting research and investigations and for its action oriented approach. CDC applies research and findings to improve people's daily lives and responds to health emergencies—something that distinguishes CDC from its peer agencies.

#### Department of Homeland Security

<http://www.ready.gov/>

U.S. Department of Homeland Security

Washington, D.C. 20528

Operator Number: 1-202-282-8000 or Comment Line: 1-202-282-8495

The strategic goals of the Department of Homeland Security are:

- Awareness. Identify and understand threats, assess vulnerabilities, determine potential impacts and disseminate timely information to our homeland security partners and the American public.
- Prevention. Detect, deter and mitigate threats to our homeland.
- Protection. Safeguard our people and their freedoms, critical infrastructure, property and the economy of our Nation from acts of terrorism, natural disasters, or other emergencies.
- Response. Lead, manage and coordinate the national response to acts of terrorism, natural disasters, or other emergencies.
- Recovery. Lead national, state, local and private sector efforts to restore services and rebuild communities after acts of terrorism, natural disasters, or other emergencies.
- Service. Serve the public effectively by facilitating lawful trade, travel and immigration.
- Organizational Excellence. Value our most important resource, our people. Create a culture that promotes a common identity, innovation, mutual respect, accountability and teamwork to achieve efficiencies, effectiveness, and operational synergies.

## Job Aid: Resources for Emergency Planning (continued)

### Organizations (continued)

#### **Federal Emergency Management Agency (FEMA)**

<http://www.fema.gov/index.shtm>

500 C Street S.W.

Washington, D.C. 20472

Telephone: 1-800-621-FEMA (3362)

TDD: TTY users can dial 1-800-462-7585 to use the Federal Relay Service.

On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the U.S. Department of Homeland Security (DHS). FEMA's continuing mission within the new department is to lead the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the National Flood Insurance Program.

#### **National Safety Council (NSC)**

<http://www.nsc.org/> or <http://www.nsc.org/preparedness/>

National Safety Council Headquarters

1121 Spring Lake Dr.

Itasca, IL 60143-3201

1-800-621-7619 or 1-630-285-1121 or 1-630-285-1315 fax

The National Safety Council is a nonprofit, nongovernmental, international public service organization dedicated to protecting life and promoting health. Its mission is to Educate and influence people to prevent accidental injury and death. The NSC is a membership organization, founded in 1913 and chartered by the U.S. Congress in 1953. Members include more than 48,000 businesses, labor organizations, schools, public agencies, private groups and individuals.

#### **U.S. Small Business Administration (SBA)**

<http://www.sba.gov/index.html> or

<http://www.sba.gov/services/disasterassistance/disasterpreparedness/index.html>

SBA Answer Desk

6302 Fairview Road, Suite 300

Charlotte, North Carolina 28210

1-800-U-ASK-SBA (1-800-827-5722)

Answer Desk TTY: 1-704-344-6640

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The SBA helps Americans start, build and grow businesses.

## Job Aid: Resources for Emergency Planning (continued)

### Organizations (continued)

#### **U.S. Department of Labor, Occupational Safety & Health Administration (OSHA)**

<http://www.osha.gov/SLTC/emergencypreparedness/index.html>

[DOMESTIC ONLY]

U.S. Department of Labor

Occupational Safety & Health Administration

200 Constitution Avenue

Washington, D.C. 20210

1-800-321-OSHA (6742) {Toll Free U.S. }

OSHA and its State Plan partners help set and implement national safety and health standards for emergency responders. Foremost among these standards is the Hazardous Waste Operations and Emergency Response standard of 29 CFR 1910.120(q). Specialty topics include: Chemical, Biological, Bioterrorism, Radiation, Personal Protective Equipment, Training and Education, Safety Equipment.

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### Additional Organization(s)

#### **Institute for Business & Home Safety (IBHS)**

<http://www.ibhs.org/>

4775 East Fowler Avenue

Tampa, FL 33617

Voice: 1-813-286-3400 or Fax: 1-813-286-9960

The Institute for Business & Home Safety (IBHS) is a nonprofit association that engages in communication, education, engineering and research. Its mission is to reduce the social and economic effects of natural disasters and other property losses by conducting research and advocating improved construction, maintenance and preparation practices.

## Job Aid: Resources for Emergency Planning (continued)


Among the numerous resources produced and made available by organizations for use or purchase are planning guides. A representative sample of these guides is provided here. Search “key words” such as emergency planning or preparedness for additional examples.

### Planning Guides

A comprehensive plan for dealing with terrorism-related events should include specific instructions to building occupants, actions to be taken by facility management, and first responder notification procedures. The links below should assist in the development of these plans. These links can be accessed through the Centers for Disease Control (CDC), National Institute for Occupational Safety and Health (NIOSH) at <http://www.cdc.gov/niosh/topics/prepared/>.


#### **Emergency Management Guide for Business and Industry (FEMA)**

External Link: <http://www.cdc.gov/niosh/topics/prepared/pdfs/bizindst.pdf>

 pdf version available on this site- 229 KB (67 pages)

Provides information on how to create and maintain a comprehensive emergency management program. It can be used by manufacturers, corporate offices, retailers, utilities or any organization where a sizable number of people work or gather.

#### **Critical Incident Protocol (Michigan State University)**

 External Link: <http://www.cj.msu.edu/~outreach/CIP/CIP.pdf>

Provides information about the public and private sectors working together to plan for emergencies. Elements include planning, mitigation, business recovery, lessons learned, best practices, and plan exercising.

#### **OSHA Evacuation Plans and Procedures eTool**

External Link: <http://www.osha.gov/SLTC/etools/evacuation/index.html>

Guidance for retail businesses on implementing an emergency action plan. Also includes information on workplace evaluation, education and training.

#### **Small Business Disaster Planning Guide (Small Business Association/Institute for Business & Home Safety)**

 External Link: <http://www.ibhs.org/docs/openforbusiness.pdf>

Disaster planning toolkit that enables small businesses to identify hazards, as well as plan for and reduce the impact of disasters. Also provides advice on insurance, disaster supplies and other things that make a small business more disaster resistant.

#### **Developing a Preparedness Plan and Conducting Emergency Evacuation Drills (National Fire Protection Association)**


External Link: <http://www.nfpa.org/Research/nfpafactsheets/emergency/emergency.asp>

Fact Sheet provides information about developing an emergency action plan, including fire prevention plans.

## Job Aid: Resources for Emergency Planning (continued)

### Planning Guides (continued)

#### **Model Shelter-in-Place Plan for Businesses (National Institute for Chemical Studies)**

 External Link: <http://www.nicsinfo.org/SIP%20plan%20for%20offices%20NICS%20feb2003.pdf>

Provides information about establishing a shelter-in-place program for your office building.

#### **Shelter-in-Place in an Emergency (American Red Cross)**

External Link: <http://www.redcross.org/services/disaster/beprepared/shelterinplace.html>

Includes information about shelter-in-place at home, work, school, and in a vehicle.

#### **Business and Industry Preparedness Guide (American Red Cross)**

External Link: [http://www.redcross.org/services/disaster/beprepared/busi\\_industry.html#fema](http://www.redcross.org/services/disaster/beprepared/busi_industry.html#fema)

Guidance about planning for disasters, reducing potential damage, and protecting employees, customers and business.

## Job Aid: Resources for Emergency Planning (continued)

Other resources are available for use or purchases by a number of organizations. A representative sample of these resources is provided here. Search “key words” such as emergency planning or preparedness for additional examples.

### Ready Business Mentoring Initiative Materials

Homeland Security, Ready Business

<http://www.ready.gov/business/mentor/index.htm>

- Ready Business Mentor Guide (download or order by calling 1-800-BE-READY, ask for publication number READY RB-0406-04)
- Ready Business User Guide (download or order by calling 1-800-BE-READY, ask for publication number READY RB-0406-05)

Other business preparedness resources available at <http://www.ready.gov> are:

- Ready Business 12-page booklet (download or order by calling 1-800-BE-READY, ask for publication number READY RB-0904-02)
- Ready Business poster (download or order by calling 1-800-BE-READY, ask for publication number READY-RB-0904-03)
- Ready Campaign Get Ready Now brochure (download or order by calling 1-800-BE-READY, ask for publication number READY-RB-R-0005-01)
- Listo Campaign Get Ready Now brochure (download or order by calling 1-800-BE-READY, ask for publication number READY-RB-L-00050406-01)
- "What are the Costs?" worksheet
- Business Continuity and Disaster Preparedness Sample Plan
- Business Emergency Supply Checklist
- List of Recommended Emergency Supplies pdf
- Insurance Discussion Form
- Computer Inventory Form
- Sample Emergency Plan (pdf)



## Job Aid: Resources for Emergency Planning (continued)

### Emergency Planning and Business Continuity Materials

- "Protect Your Workplace" Campaign Posters and Brochure  
[http://www.us-cert.gov/reading\\_room/distributable.html#work](http://www.us-cert.gov/reading_room/distributable.html#work)
- American Red Cross: Business and Industry Guide  
[http://www.redcross.org/services/disaster/0,1082,0\\_606\\_,00.html](http://www.redcross.org/services/disaster/0,1082,0_606_,00.html)
- Business Executives for National Security (BENS): Getting Ready: Company Primer on Preparedness and Response Planning for Terrorist and Bioterrorist Attacks  
[http://www.bens.org/images/GettingReady\\_042304.pdf](http://www.bens.org/images/GettingReady_042304.pdf)
- Institute for Business and Home Safety: Open for Business  
[http://www.ibhs.org/business\\_protection/](http://www.ibhs.org/business_protection/)
- National Fire Protection Association: 1600 Standard on Disaster Emergency Management and Business Continuity Programs 2004 Edition  
<http://www.nfpa.org/PDF/nfpa1600.pdf?src=nfpa>
- OSHA: How to Plan for Workplace Emergencies and Evacuations  
<http://www.osha.gov/Publications/osha3088.pdf>
- OSHA: Small Business Emergency Response and Planning  
<http://www.osha.gov/SLTC/smallbusiness/sec10.html>
- Small Business Administration: Get Ready Be Prepared  
<http://www.sba.gov/disaster/getready.html> or <http://www.sba.gov/npm2006/NPM2006/disaster-recovery-for-biz-color.doc>

### Assess Building Air Protection

National Institute for Occupational Safety and Health's (NIOSH): Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks  
<http://www.cdc.gov/niosh/bldvent/2002-139.html>

