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Emergency Planning And Recovery In A Changed World

1. Introduction – What Exactly Is An Emergency?
2. Categories of Emergencies – Natural Events
 - a. Blizzards and Avalanches
 - b. Drought
 - c. Earthquakes
 - d. Fire
 - e. Floods
 - f. Hurricanes
 - g. Tornados
3. Categories of Emergencies – Non-Natural Events
 - a. Bomb Threat
 - b. Chemical & Biological Concerns
 - c. Chemical Spills & Contamination
 - d. Loss of Utility
 - e. Medical Emergencies
 - f. Nuclear Threat and Exposure
 - g. Civil Disturbance and Demonstrations
 - h. Structural Collapse
 - i. Workplace Violence
4. Creating the Emergency Action Plan
 - a. Breaking the Large Task Into Bite-Sized Pieces
 - b. Determining Your Objectives & Scope
 - i. Identifying Your Resources
 - ii. Understanding the Costs Involved
5. Presenting Your Case to Management
 - a. Justifying the Cost
 - b. Consequences Versus Rewards
 - c. The Mission Statement
 - d. Establishing Authority & Chain of Command

6. Understanding Your Business
 - a. Identifying Core Business
 - b. Cost of Business Interruption
7. Understanding Your Property
 - a. Leased Versus Owned
 - b. Geographic Location
 - c. Commercial / Industrial / Residential
8. Understanding Your Risk
 - a. The Risk Assessment Matrix
 - b. Liability Versus Probability Versus Cost
 - c. Online Hazard Maps & Databases
9. Creating The Emergency Action Plan
 - a. What Does It Do?
 - b. What Does It Contain?
 - c. Who Gets a Copy?
10. The Emergency Management Team
 - a. Identifying Core Members
 - b. Responsibilities of The Team
11. The Basic Stages of Planning
 - a. Internal and External Support
 - c. Identifying Vendors and Contractors
 - c. Stocking Emergency Supplies
12. Blueprints and As-Builts
 - a. Exits, Windows and Doors
 - b. Buildings System Information
 - c. Critical Floor Space
 - d. Fire Extinguishers and Means of Egress
 - e. Shut-Off Valves
13. Hot sites, cold sites and contingency centers
 - a. The command center
 - b. Off-site storage
 - c. Data security
14. Lack of Electricity Doesn't Mean "Go Home!"
 - a. Identifying Mission Critical Functions
 - b. Uninterruptible Power Supply
 - c. Emergency Generator
15. Practice Makes Perfect - Training & Drills

16. So You Have a Plan, Now What?
 - a. Rolling Out the Emergency Action Plan
 - b. Training the Emergency Action Team
 - c. Training the Employees

17. Getting Everybody Out Safely
 - a. Evacuation Routes & Drills
 - b. Minimizing Interruptions and Down Time
 - c. Alerting the Building Occupants
 - d. Floor Captains

18. Shut Down Procedures
 - a. Assisting Those With Special Needs
 - b. The Staging Area
 - c. Accounting For Employees and Visitors
 - d. A Special Note For Those Who Refuse to Participate
 - e. Getting Back to Work
 - f. After the Drill – Evaluating Performance

19. Post Event Restoration
 - a. After the Event
 - i. Assessing the Damage
 - ii. Insurance and Salvage Decisions
 - b. The Command Center
 - c. The Emergency Account Number
 - d. Logistics
 - e. Catering
 - f. Providing Sleeping Accommodations
 - g. Environmental Issues
 - h. Assisting Employees Affected
 - i. Don't Forget About Safety
 - j. Now Is Not the Time to Let Your Guard Down - Security
 - k. Monitoring Restoration Progress

20. Keeping the Lines of Communication Open
 - a. With Employees
 - b. With Family
 - c. With the Media
 - d. With Insurance
 - c. With Governmental Agencies
 - d. Sample Press Releases

21. OSHA Regulations and How They Affect Your Emergency Planning
 - a. Responsibilities
 - b. Signage
 - c. Material Safety Data Sheets
 - d. Training and Education Available