



# Basic Components of an 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>  |
| <p><b>Emergency Response Procedures</b></p> <p><i>Determine actions necessary to:</i></p> <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> <p><i>In an emergency, all personnel should know their role and where they should go.</i></p> | <p><b><i>Specific procedures might be needed for any number of situations such as bomb threats or tornadoes, and for such functions as:</i></b></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><b><i>Some facilities are required to develop:</i></b></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>   |