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.
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- Organizations
- Additional Organizations
- Planning Guides
- Ready Business Mentoring Initiative Materials
- Emergency Planning and Business Continuity Materials
- Assess Building Air Protection
# Basic Components of the Emergency Plan

<table>
<thead>
<tr>
<th>Major Sections of the Plan</th>
<th>Components (At-a-Glance)</th>
</tr>
</thead>
</table>
| **Executive Summary**      | ❑ Purpose of the Plan/Mission Statement  
❑ Authorities and Responsibilities of Key Personnel  
❑ Types of Emergencies that Could Occur (Capabilities and Vulnerabilities)  
❑ Managing Response Operations  
❑ Schedule and Budget |
| **Emergency Management Elements** | 1. Direction and Control  
2. Communications  
3. Life Safety  
4. Property Protection  
5. Community Outreach  
6. Recovery and Restoration  
7. Administration and Logistics |
| **Emergency Response Procedures** | *Specific procedures might be needed for any number of situations such as bomb threats or tornadoes, and for such functions as:*
❑ Warning Employees and Customers  
❑ Communicating with Personnel and Community Responders  
❑ Conducting an Evacuation and Accounting for All Persons  
❑ Managing Response Activities  
❑ Activating and Operating an Emergency Operations Center  
❑ Fighting Fires  
❑ Shutting Down Operations  
❑ Protecting Vital Records  
❑ Restoring Operations |
| **Support Documents** | ❑ Emergency Call Lists  
❑ Building and Site Maps  
❑ Resource Lists |

**Determine actions necessary to:**
- Assess the situation.
- Protect employees, customers, visitors, equipment, vital records and other assets, particularly during the first 3 days.
- Get the business back up and running.

*In an emergency, all personnel should know their role and where they should go.*

**Some facilities are required to develop:**
- Emergency Escape Procedures and Routes  
- Procedures for Employees Who Perform or Shut Down Critical Operations Before an Evacuation  
- Procedures to Account for All Employees, Visitors, and Contractors After an Evacuation  
- Rescue and Medical Duties for Assigned Employees  
- Procedures for Reporting Emergencies  
- Names of Persons or Departments to Contact for Information About the Plan
# SAMPLE EMERGENCY PLAN

## Emergency Plan For:

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

<table>
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<tr>
<th>Business Name</th>
<th>Business Name</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>City, State</td>
<td>City, State</td>
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<tr>
<td>Telephone Number</td>
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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:

<table>
<thead>
<tr>
<th>Primary Emergency Contact</th>
<th>Secondary Emergency Contact</th>
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<tbody>
<tr>
<td>Telephone Number</td>
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<td>Alternative Number</td>
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<td>E-Mail</td>
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Designated Responsible Official  
(Highest Ranking Manager at Facility)

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## 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.

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  Contact Information (Phone Number, Other)

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

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Planning for Emergencies
© 2007 National Safety Council
SAMPLE EMERGENCY PLAN (continued)

☐ Assistants to Physically Challenged (If applicable)

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☐ 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.

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<tr>
<th>Items</th>
<th>Cost</th>
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<td>New equipment for handling emergencies</td>
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<tr>
<td>Printing</td>
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<td>Seminars</td>
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<td>Consulting Services</td>
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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.
   - Evacuation Plan
   - Fire Protection Plan
   - Safety and Health Program
   - Environmental Policies
   - Security Procedures
   - Insurance Programs
   - Finance and Purchasing Procedures
   - Plant Closing Policy
   - Employee Manuals
   - Hazardous Materials Plan
   - Process Safety Assessment
   - Risk Management Plan
   - 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.)
   - Mutual Aid Agreements

Other documents.

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

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<th>Plan/Policy Included in this Section</th>
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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.

- Fire Department
- Health Care/Medical Resources (ambulatory care, rural health clinic, hospital, long term care, rehabilitative, mental health, physician offices, home care, laboratories)
- Community Emergency Management Office
- Local Emergency Planning Committee (LEPC)
- Mayor or Community Administrator’s Office
- Police Department
- American Red Cross
- National Weather Service
- Public Works Department/Utilities
- Planning Commission
- Telephone Companies
- Electric Utilities
- Neighboring Businesses
- Transportation
- Public Health
- Public Schools, Colleges, and Universities
- Local or Regional FBI Office
- Citizen Corps/Medical Reserve Corps
- Media and Communications (print, radio, TV)

Other outside groups/sources of information contacted:

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

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## SAMPLE EMERGENCY PLAN (continued)

### Capabilities: Outside Groups (continued)

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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).

☐ Occupational Safety and Health Regulations (OSHA, other)
☐ Environmental Regulations
☐ Fire Codes
☐ Seismic Safety Codes
☐ Transportation Regulations
☐ Zoning Regulations
☐ Corporate Policies

Other codes and regulations:

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<th>Code/Regulation</th>
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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 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

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

- Lifeline services

- Lifeline services

- Lifeline services

- Lifeline services

- Lifeline services
Capabilities: Critical Products, Services, and Operations (continued)

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

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

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:
  - Payroll
  - Communications
  - Production
  - Customer services
  - Shipping and receiving
  - Information systems support
  - Emergency power
  - Recovery support

**Other internal resources and capabilities:**

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.

- Local Emergency Management Office
- Fire Department
- Hazardous Materials Response Organization
- Emergency Medical Services
- Hospitals
- Local and State Police
- Community Service Organizations
- Utilities
- Contractors
- Suppliers of Emergency Equipment
- Insurance Carriers

*Other external resources contacted:*

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

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### SAMPLE EMERGENCY PLAN (continued)

#### Capabilities: External Resources (continued)

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**Contact Information (Phone Number, Other)**

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**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

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Policy No.</th>
<th>Deductibles</th>
<th>Policy Limits</th>
<th>Coverage (General Description)</th>
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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:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
SAMPLE EMERGENCY PLAN (continued)

☐ 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.

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Contact Information (Phone Number, Other)

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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.

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Contact Information (Phone Number, Other)
SAMPLE EMERGENCY PLAN (continued)

☐ Emergency Operations Center (EOC)
   The following location serves as a centralized management center for emergency operations.

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

- Contingency planning
- Emergency communications
- Family communications
- Notification
- Warning
SAMPLE EMERGENCY PLAN (continued)

☐ 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
SAMPLE EMERGENCY PLAN (continued)

- **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
SAMPLE EMERGENCY PLAN (continued)

- **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
SAMPLE EMERGENCY PLAN (continued)

- **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
SAMPLE EMERGENCY PLAN (continued)

☐ Administration and Logistics
   Information pertaining to the following administration and logistics issues is enclosed/attached in this section.
   ☐ Administrative actions
   ☐ Logistics
SAMPLE EMERGENCY PLAN  (continued)

- 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.
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.
SAMPLE EMERGENCY PLAN (continued)

- **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.

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<th>Name</th>
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Contact Information (Phone Number, Other)
SAMPLE EMERGENCY PLAN (continued)

☐ 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?
### Training Drills and Exercises

<table>
<thead>
<tr>
<th>Management Orientation/Review</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<td>Contractor Orientation/Review</td>
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<td>Community/Media Orientation/Review</td>
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<td>Management Tabletop Exercise</td>
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<td>Response Team Tabletop Exercise</td>
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<td>Walk-Through Drill</td>
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<td>Functional Drill</td>
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<td>Evacuation Drill</td>
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<td>Full-Scale Exercise</td>
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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

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.
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

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

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)

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)

[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.}


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. This 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

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**

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)
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
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

- 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

- American Red Cross: Business and Industry Guide
  http://www.redcross.org/services/disaster/0,1082,0_606_,00.html


- Institute for Business and Home Safety: Open for Business
  http://www.ibhs.org/business_protection/

  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

- Small Business Administration: Get Ready Be Prepared

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