


Emergency Preparedness





Sedgwick CMS
on the behalf of the
Office of Risk Management

revised 7/2015




Effective Emergency Preparedness Plan Requires:

- A system for prompt recognition of a threatening situation.
 - Availability of a written, well-publicized, flexible, and tested plan.
 - Clear delineation of employee responsibilities.
 - Employee training
 - Emergency drills
- 



Each agency needs to include procedures to:

- Prevent and control emergency situations.
 - Warn employees of impending disasters and prepare them for evacuation or shelter in place.
 - Establish safe evacuation routes.
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Components of Emergency Preparedness Plans


- Emergency Control Committee
- Emergency Crews
- Emergency Alarms
- Emergency First Aid
- Emergency Power Systems





Components Cont.

Emergency Control Committee:

- Develops plans for emergency situations
 - Coordinates communications:
 - facility shutdown
 - employee evacuation
 - utility control, first aid and rescue
 - damage control
 - notification of police, fire departments and hospitals
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Components Cont.

Emergency Crews:


- Assigned Individuals who are trained to take action during emergencies





Components Cont.

Emergency Alarms:


- Reliable signal that can be heard throughout facility.
 - Employees should be familiar with different signals for specific emergencies and how to respond.
 - Quarterly drills are recommended.
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Components Cont.

Emergency First Aid:


Each office location should have a:


- Properly stocked first aid kit
 - Posted emergency phone numbers
 - Posted list of first aid providers
 - List of local hospitals, EMS
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Components Cont.

Emergency Power Systems:

- Back-up power supplies should be provided at locations where uninterrupted power is essential to life and property.
 - Test system regularly
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TYPES OF EMERGENCY PREPAREDNESS PLANS

- Fire
 - Civil Disorder
 - Natural Disasters
 - Proximity Threats
 - Violence in the Workplace
 - Terrorist Threats
- 



Fire Emergency Plan



Hazard Inspection Procedures



Emergency Numbers



Floor Plans



Evacuation Routes








Assembly Points





Fire Emergency Plan Cont.

-  Employee Training
-  Emergency Fire Drills
-  Alarm System
-  Fire Suppression Equipment
-  Monthly Fire Extinguisher Equipment Inspection and Maintenance





Civil Disorder

- Emergency Authority
 - Supervisors may be granted increased authority during civil disorders.
- Emergency Responsibility
 - Individuals with expertise will be assigned responsibility for critical areas.






Civil Disorder Cont.

- Security
 - Maintain strict site security until emergency is over
- Community Relations
 - An individual should be assigned to deal with media and public concerns





Media Relations

- Tell the truth
 - Expect to be nervous
 - Don't assume the reporter knows everything about the topic
 - Accommodate interview requests (when possible)
 - Control site access
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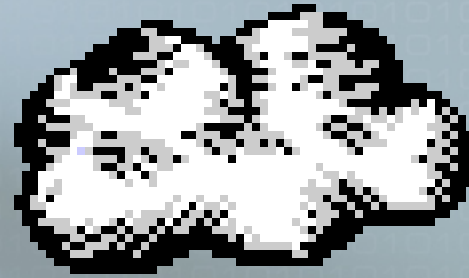
Media Relations Cont.

- Stay on the record
- Keep track of what you say
- Practice crisis interviews
- If you don't know, say so
- Avoid "no comment"
- Know when to stop talking




Natural Disasters

- Severe Weather
- Flooding
- Hurricanes
- Tornados
- Ice Storms



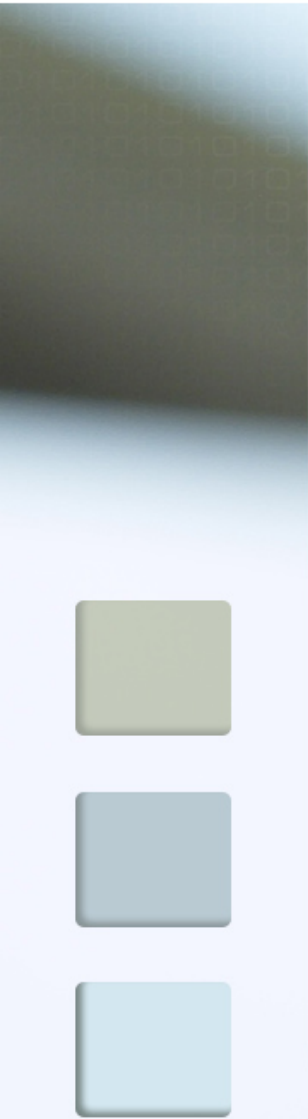



Natural Disasters Cont.


- Only enter disaster area if essential
 - Due to the risk of leaking gas line, avoid fire, cigarettes, lanterns, etc..
 - If you suspect a gas leak, leave
 - Do not touch fallen or damaged electrical lines
 - Include site-specific evacuation procedures in your agency's plan
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Floods




 **Flood Watch:** Stay tuned to weather information and evacuate if told to do so

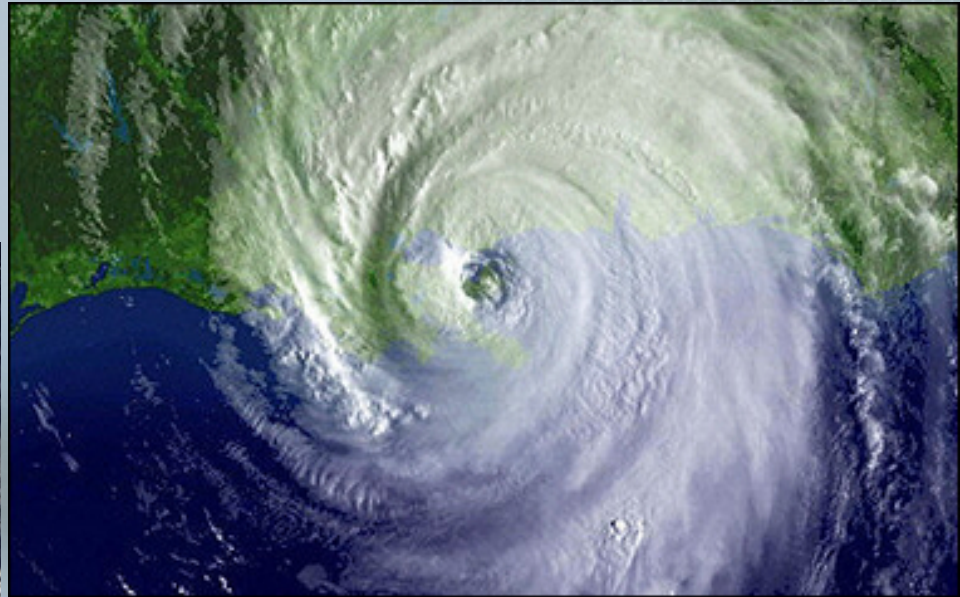
 **Flood Warning:** Prepare in case a flash flood watch is issued

 **Flash Flood Watch:** Be prepared to act quickly in the event a flash flood warning is issued

 **Flash Flood Warning:** Seek higher ground immediately.



Hurricanes



Hurricanes Cont.

- **Tropical Depression:** Disturbance with a clearly defined low pressure area. Its highest wind speed is 38 mph.
- **Tropical Storm:** Distinct low pressure area well defined by rotating circulation with winds of 39-73 mph.
- **Hurricane:** Wind speed reaches 74 miles per hour or greater.



Hurricanes Cont.

- **Tropical Storm Watch**
 - **Tropical Storm Warning**
 - **Hurricane Watch**
 - **Hurricane Warning**
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Hurricanes Cont.


Category 1:	Winds (mph) 74-95 Storm Surge 4-5 ft
Category 2:	Winds (mph) 96-110 Storm Surge 6-8 ft
Category 3:	Winds (mph) 111-130 Storm Surge 9-12 ft
Category 4:	Winds (mph) 131-155 Storm Surge 13-18 ft
Category 5:	Winds (mph) 156+ Storm Surge >18 ft





Hurricanes Cont.

Important Points

- **Written Plan:** Ensure the hurricane preparedness plan includes procedures for before, during, and after the storm
 - **Communication:** Make plans for communicating with employees. Ensure employees have a means of receiving office closure information.
 - **Back up computer data.** Keep backup information off site.
 - **Comply** in the event an evacuation order is issued.
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Hurricanes Cont.


Additional Information

- <http://www.louisiana.gov/>






Tornados

- Take Shelter Immediately
 - Protect yourself from falling debris
 - Best protection is an underground shelter, ditch, steel framed, or reinforced concrete building
 - If no shelter is available, go to the basement or inner hallway
 - Include instructions for employees who are “on the road.”
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Ice Storms

- Watch local television or listen to local radio
 - Ensure employees have a means of receiving office closure information
 - The safest place to be in a winter storm is indoors
 - If you go outside for any reason, dress for expected conditions
 - Make sure vehicle is “winterized”
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PROXIMITY THREATS

- Railroad, interstate, and water vessel disasters
 1. Obtain emergency response procedures from local municipality.
 2. Once notified, determine if voluntary or mandatory evacuation is required.
 3. Use applicable emergency response procedures as per the local municipality.
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PROXIMITY THREATS Cont.

- Local chemical or nuclear plant disasters :
 1. Contact local/municipal government.
 2. Once notified, determine if voluntary or mandatory evacuation is required.
 3. Vertical, upwind, or downwind evacuation determined by type of incident.
 4. Shut down heating, ventilation, and air conditioning (HVAC) system if sheltering in place, and the situation allows.
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PROXIMITY THREATS Cont.


- Aircraft Disasters

1. Federal, state, and local authorities will assist once notification is received.
2. Follow agency emergency action plan.






Violence in the Workplace

- Reporting procedures
 - Communication methods
 - Evacuation/shelter in place procedures
 - Post incident procedures
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Violence in the Workplace Cont.

Tips

- Maintain an ability to communicate
 - Report all incidents
 - Inform management of restraining orders
 - Always follow security procedures
 - Train all employees
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Terrorist Threats

- Cyber attacks (computer-based)
- Bomb scares and bombings
- Suspicious mail
- Chemical attacks
- Biological weapons
- Nuclear weapons



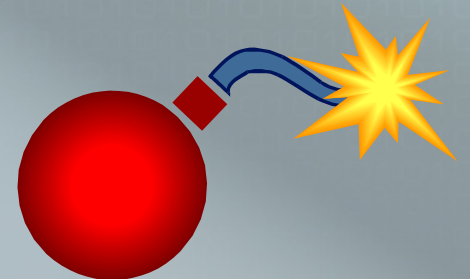


Cyber Terrorism

- Protect passwords
 - Check with vendors for updates or patches
 - Do not open email from an unknown or suspicious address
 - Follow your IT Department instructions
 - Ensure that your anti-virus software is active
 - Backup important information
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Bomb Threats


- Take every threat seriously
- Keep the number for bomb squad by phone.
- Notify a supervisor immediately.





Bomb Threat Checklist

Gather the following information:

- When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Did you place the bomb?
 - Why did you place the bomb?
 - What is your name?
- 




Responding to the Bomb Threat

- Evacuation of facility
- All occupants report to designated safe area
- Notify proper authorities
- Establish security:

Monitor all personnel

Close parking lots

As you evacuate, look around your work area and on the way out look for anything strange or out of place. You know your area better than anyone else.



SUSPICIOUS MAIL

THESE TIPS CAN HELP PROTECT YOU,
YOUR BUSINESS, AND YOUR MAILROOM

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

1 Handle with care.
Don't shake or bump.

2 Isolate it
immediately.

3 Don't open,
smell, touch, or taste.

4 Treat it as suspect.
Call local law
enforcement authorities.



IF YOU SUSPECT THE MAIL MAY CONTAIN:

A BOMB:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A RADIOLOGICAL THREAT:
Limit Exposure — Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

A BIOLOGICAL OR CHEMICAL THREAT:
Isolate — Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit



Terrorist Threats Cont.

Chemical (i.e.) mustard gas, nerve agents, sarin gas, ammonia, cyanide

Biological (i.e.) smallpox, botulism, plague, anthrax

Nuclear (i.e.) dirty bomb

