## 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

- Direction and Control
- Communications
- Life Safety
- Property Protection
- Community Outreach
- Recovery and Restoration
- Administration and Logistics

## Emergency Response Procedures

**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.

**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
- Shutting Down Operations
- Protecting Vital Records
- Restoring Operations

**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

## Support Documents

- Emergency Call Lists
- Building and Site Maps
- Resource Lists