



AMBASSADOR

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Emergency Management Guide For Business & Industry

A step-by-step approach to emergency planning,
response, and recovery.

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INTRODUCTION



- About This Guide
- What Is an Emergency?
- What Is Emergency Management?
- Making the "Case" for Emergency Management

SECTION 1: 4 STEPS IN THE PLANNING PROCESS

- STEP 1 - Establish A Planning Team
- STEP 2 - Analyze Capabilities and Hazards
- STEP 3 - Develop the Plan
- STEP 4 - Implement the Plan

STEP 1 - ESTABLISH A PLANNING TEAM

- Form the Team
- Establish Authority
- Issue a Mission Statement
- Establish a Schedule and Budget

STEP 2 - ANALYZE CAPABILITIES AND HAZARDS

- Where Do You Stand Right Now?
- Review Internal Plans and Policies
- Meet with Outside Groups
- Identify Codes and Regulations
- Identify Critical Products, Services and Operations
- Identify Internal Resources and Capabilities
- Identify External Resources
- Do an Insurance Review
- Conduct a Vulnerability Analysis
- List Potential Emergencies
- Estimate Probability
- Assess the Potential Human Impact
- Assess the Potential Property Impact
- Assess the Potential Business Impact
- Assess Internal and

STEP 3 - DEVELOP THE PLAN

- Plan Components
- Executive Summary
- Emergency Management Elements
- Emergency Response Procedures
- Support Documents
- The Development Process
- Identify Challenges and Prioritize Activities
- Write the Plan
- Establish a Training Schedule
- Continue to Coordinate with Outside Organizations
- Maintain Contact with other Corporate Offices
- Review, Conduct Training and Revise
- Seek Final Approval
- Distribute the Plan

STEP 4 - IMPLEMENT THE PLAN

- Integrate the Plan into Company Operations
- Conduct Training
- Planning Considerations
- Training Activities
- Employee Training
- Evaluate and Modify the Plan

SECTION 2: EMERGENCY MANAGEMENT CONSIDERATIONS

- Direction and Control
- Emergency Management Group (EMG)
- Incident Command System (ICS)
- Emergency Operations Center (EOC)
- Planning Considerations
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- Coordination of Outside Response
- Communications
- Contingency Planning
- Emergency Communications
- Family Communications
- Notification
- Warning
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- Evacuation Planning
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SECTION 2: EMERGENCY MANAMGMENT CONSIDERATIONS

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- Assembly Areas and Accountability
- Shelter
- Training and Information
- Family Preparedness
- Property Protection
- Planning Considerations
- Protection Systems
- Mitigation
- Facility Shutdown
- Records Preservation
- Community Outreach
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- Recovery and Restoration
- Planning Considerations
- Continuity of Management
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- Floods and Flash floods
- Hurricanes
- Tornadoes
- Severe Winter Storms
- Earthquakes
- Technological Emergencies

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- Additional Readings from FEMA
- Ready-to-Print Brochures
- Emergency Management Offices