

Emergency Preparedness Overview for [ORGANIZATION] Staff

The emergency preparedness snapshot is designed to guide [ORGANIZATION] staff on emergency procedures and how we will deliver our organization's programs despite adverse conditions. This plan will go into effect if we encounter an event such as a fire, explosion, power outage, or natural or man-made disaster with obvious negative impact. Ensure that you are familiar with these plans and be sure to keep emergency contact information with you in case an emergency arises when you are not in the office.

Preparing For an Emergency

Emergency events can occur quickly and without warning. Planning for any emergency requires considering all likely scenarios. Most emergency management planners suggest having enough food, water, medications and other essentials on hand to last three to five days in case in-place shelter is necessary. The [ORGANIZATION] will keep a supply of water and other basic necessities in the office for any potential emergency. Staff are responsible for ensuring that, if they require any prescription medications, they have a sufficient amount stored on the premises in case of emergency.

Emergency Contacts and Communications

The [ORGANIZATION]' emergency coordinator is [NAME, TITLE, CELL PHONE #]. If the emergency occurs during business hours, you will be informed as to the status of the emergency and either told to evacuate the building or to seek in-place shelter. Once the option is identified you are to implement the plan as outlined in the guide. If you are out of the office during an emergency, be sure to contact the [ORGANIZATION]' emergency coordinator to inform them that you are safe and of your plans if evacuation is necessary. This is required of all staff that are not in the same facility when the emergency occurs.

In many cases, during an emergency, intra-city communications may be interrupted and cellular towers may be overloaded. During these times, calls to outside the metropolitan area may go through more reliably. If you can not contact the [ORGANIZATION]' emergency coordinator, contact our out-of-area designee: [NAME, TITLE, PHONE #]. Be sure to keep [CONTACT NAMES]'s contact information with you outside the office so that you can check in if an emergency occurs outside of normal business hours.

Building Evacuations

If the emergency requires evacuation of the building, staff should exit the premises quickly and in an orderly fashion through the nearest stairwell. [FILL IN DETAILS OF THE NEAREST STAIRWELL OR OTHER EVACUATION ROUTE, ALONG WITH AN OFF-SITE MEETING POINT.]

In-Place Shelter

In emergencies where evacuation would increase risk of harm, you may be advised to “shelter in place”. Examples of these situations may include an armed intruder in the building or an airborne contaminant. In many of these cases, remaining in the suite and sealing doors may be sufficient. In some cases, further security may be needed, in which case staff should quickly proceed to the [DESIGNATED ROOM], which has a lock on the door and no windows. Other situations may result in advice to stay away from windows, in which case the gathering place will be the [DESIGNATED ROOM].

Stay Informed

The key public safety alert system in our community is the Emergency Alert System (EAS). The purpose of the EAS is to permit local government officials to broadcast timely information and instructions in threatened or actual local emergencies. The primary radio stations (FM/AM) to listen to in the District of Columbia include the following: [REVISE THIS SECTION FOR YOUR LOCAL AREA]

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| <input type="checkbox"/> WTOP 1500 AM, 820 AM, 107.7 FM | <input type="checkbox"/> WKYS 93.9 FM |
| <input type="checkbox"/> WMAL 630 AM | <input type="checkbox"/> WHFS 99.1 FM |
| <input type="checkbox"/> WGMS 103.5 FM | <input type="checkbox"/> WPGC 95.5 FM |
| <input type="checkbox"/> WJZW 105.9 FM | |

Once the radio stations transmit the broadcast, our local television stations will receive the message and rebroadcast it for their viewers. The information broadcasted will inform the public what actions are being taken by the District government in response to the emergency, and will also provide instructions on what to do.

Continuing Operations

If we are unable to return to our office location, we will call partner organizations that can assist us in resuming operations. We will seek support such as computers, office space, equipment, and expertise while we get back to operational levels. [INCLUDE INSTRUCTIONS FOR REMOTE ACCESS TO EMAIL AND FILES, IF APPLICABLE]

If you have any questions on any of these procedures, please contact [EMERGENCY COORDINATOR'S NAME AND CONTACT INFORMATION].