

Emergency Management

A hazardous materials tanker overturns on a nearby highway releasing a toxic plume that is moving towards your facility. A loud “pop” is heard and you are terrified to learn that the pop was gunfire, and an armed perpetrator is somewhere within the building. Weather forecasters issue warnings as a severe storm approaches. If faced with these scenarios, what would you do—evacuate, lockdown, or shelter-in-place? The decisions you make in the critical initial minutes of the emergency will affect the outcome of the incident.



Emergency management includes four phases—prevention/mitigation, preparedness, response, and recovery. Effective response requires:

- Identification of potential threats and hazards
- Assessment of potential impacts on people, facilities, operations, and the environment
- Prevention and mitigation action to reduce the probability of occurrence or the severity of consequences
- Assessment and provision of resources to ensure they meet the needs of the program
- Organization of people to protect people and to stabilize the incident
- Training, drills, and exercises to implement the emergency management program.

Preparedness, LLC can develop an emergency management and business continuity program for your organization and customize the program for individual facilities. We begin by assessing the

threats that could injure people, damage property, interrupt your operations, or contaminate the environment.

We assess the availability and capabilities of personnel as well as systems and equipment that can mitigate threats. We meet with public emergency services to determine their response time, knowledge of your facility, and capabilities to manage an incident at your facility. Then, we present response options so your management can decide the functions of the emergency response organization and the level of response. We then develop a plan to make best use of internal resources and public emergency services.

We write threat and site-specific procedures for protective actions including evacuation, shelter-in-place, and lockdown. We also write procedures for response to credible threats identified in the risk assessment phase. These include medical emergencies, fire, explosion, hazardous materials spills, utility outages, severe weather, earthquake, tornado, and hurricane. We address security threats including intruders, abduction or kidnapping, protests, and disturbances.

Acts of terrorism can be perpetrated in many ways, and our published work enables us to write detailed procedures for response to bomb threats,

Do you have an effective program?

- ▶▶ Based on a thorough assessment of natural, human-caused, and technological hazards?
- ▶▶ Makes the best use of internal and external resources?
- ▶▶ Compliant with OSHA regulations, NFPA standards, local fire prevention codes, and our National Preparedness Standard?
- ▶▶ Incorporates the Incident Command System for effective management of on-scene operations and unifies command with public agencies?
- ▶▶ Proven capability based on periodic drills, exercises, and evaluations?



suspicious packages, chemical or biological agents, and radiological or nuclear weapons.

Are your emergency procedures:

- ▶▶ Specific to the facility?
- ▶▶ Based on credible threats?
- ▶▶ Easy to follow, but comprehensive enough to guide an adequate response?
- ▶▶ Built around the Incident Command System?
- ▶▶ Coordinated with public emergency services?
- ▶▶ Integrated with business continuity and crisis management plans?
- ▶▶ Reviewed periodically to ensure they meet your needs?
- ▶▶ Scenario-based with evacuation, shelter-in-place, and lockdown protective actions to safeguard people?

Our plan documentation includes use of “emergency response aides” that are graphical in nature designed to allow the incident commander to build an incident action plan with guidance for different threats. We also write aides for building occupants to familiarize them with basic emergency procedures. We can provide documentation in electronic format, and we work with high quality commercial printers to produce custom products.



Our commercially printed plans have tabs to provide quick access to comprehensive, but easy to follow procedures. We also produce digital editions for use on computer and tablet screens.

Your emergency organization, policies, and procedures are only as good as the ability of

personnel to respond effectively during an emergency. We conduct classroom training to familiarize personnel with the nature of each threat, the organization of the emergency response team, and their role and responsibilities as defined in the plan.

We design, conduct, and evaluate drills to train members of the emergency organization and building occupants so they know what to do when there is an emergency. We design and facilitate exercises with scenarios that are specific to your facility, threat profile, and emergency response plan that will challenge your thinking, enable you to better use your plan, and identify weaknesses in your program.



“Active shooter” exercise designed to evaluate capabilities to respond to an armed intruder. Photo by Preparedness, LLC.

We can also evaluate your emergency management program to determine whether it complies with regulatory requirements including our National Preparedness Standard; addresses the credible threats that may injure people, damage property, or interrupt operations; and meets your specific needs.

About Preparedness, LLC

Preparedness, LLC provides consulting services to help clients assess hazard and operational risk, implement strategies for hazard prevention and risk mitigation, design emergency response and business continuity programs, and evaluate existing programs. Preparedness, LLC also provides support for insurance and risk management by developing property risk information.



643 MASSAPOG AVENUE, SHARON, MA 02067-3112
TEL. 781.784.0672 FAX 781.784.3731
INFO@PREPAREDNESSLLC.COM WWW.PREPAREDNESSLLC.COM