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| **SHELTER IN PLACE (A/K/A EMERGENCY LOCKDOWN)** |
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| There are a number of emergency situations where an evacuation of a building and/or office, rooms or mfg. space is not advisable – hostile intruder, hazardous release outside, terrorist attack, etc. |
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| **Communications** |  |  |
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| 1. | A Shelter-in-Place will be announced by voice communication. |
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| 2. | If a situation that may require a Shelter-in-Place is discovered, the individual making the discovery shall immediately move to a safe location, contact Security and provide as much information as possible. |
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| 3. | Fire evacuation alarms are not to be sounded. |
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| **Procedures** |
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| 1. | Lock classroom and other doors |
|  |  |  |  |
| 2. | Close windows & window treatments |
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| 3. | Turn off lights |
|  |  |  |  |
| 4. | Everyone is to remain quite and not enter hallways |
|  |  |  |  |
| 5. | Should the fire alarm sound, do not evacuate the building unless: |
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| a. | You have first hand knowledge that there is a fire in the building, or |
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| b. | You have been advised by a Police/Security to evacuate the building, or |
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| c. | There is imminent danger in the immediate area. |
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| 6. | Crouch down in areas that are out of sight from doors and windows |
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| 7. | Students in hallways are to seek shelter in the nearest classroom |
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| 8. | Students in outdoor areas should immediately take cover. |
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| There are a number of emergency situations where an evacuation of a building and/or office, rooms or mfg. space is not advisable – hostile intruder, hazardous release outside, terrorist attack, etc. |
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| **Appendix A** |  |  |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS** |
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| Unit Plans are prepared by all in2vate Organizational Units (the various departments, organizational groups, divisions or other defined infrastructure entities of the in2vate) shall, as appropriately directed, execute that portion of their Unit Plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Operations Managers, Vice Presidents, Department Managers and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following: |
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| 1. | Identify the individuals and alternates to whom the specific responsibilities are assigned: |
|  |  |  |  |
| a. | Unit Plan Execution and Emergency Response. |
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| b. | Unit Plan Maintenance – all Units are required to provide the Business Continuity Plan/Crisis Management Plan Coordinator with an updated Unit Plan every year. |
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| c. | Identify a Unit Plan Emergency Management Team. |
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| d. | Identify a local Emergency Operations Center/Command Post and alternate location where everyone can meet during a crisis situation. The Emergency Operations Center/Command Post will need to have sufficient room, chairs, workspace, telephone access and flipcharts or blackboards. |
|  |  |  |  |
| 2. | Develop procedures for communicating within the Organizational Unit. |
|  |  |  |  |
| a. | Current emergency telephone call roster for the Team Members (i.e. call tree). |
|  |  |  |  |
| b. | Contact list for all Unit employees. |
|  |  |  |  |
| 3. | Identify all life safety threats. Be certain that all employees review and understand the safety procedures defined in the Emergency Response Plan for employees. |
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| 4. | Identify important assets and how to protect them in an emergency situation. |
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| a. | Assets include physical items of value and data information. |
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| b. | Assign individuals (or other units) to secure physical assets. |
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| c. | Assign individuals to be responsible for vital records. |
|  |  |  |  |
| d. | Assist with building content damage assessments. |
|  |  |  |  |
| 5. | As appropriate, identify disaster-specific Response Plans to maintain and restore services that are critical to the in2vate. |
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| 6. | Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation. |
|  |  |  |  |
| 7. | Identify critical reliance on other Organizational Units (i.e. Maintenance Services, etc.). |
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| 8. | Provide training for new hires as necessary. |
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| 9. | Communicating assignments to all employees. |
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| The following roles are assigned to Organizational Units with critical or special functions: |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **in2vate Office** |  |  |
|  |  |  |  |
| 1. | Coordination of all information disseminated to the press and the public. |
|  |  |  |  |
| 2. | Provide for a consistent “one-voice” to the news media and all other interested parties. |
|  |  |  |  |
| 3. | Coordination of all emergency information to be disseminated to the facility community. |
|  |  |  |  |
| 4. | Provide for rumor control and coordinate on emergency communiqués. |
|  |  |  |  |
| 5. | Designate a team of specific individuals (primary & alternate) to disseminate information, specify emergency response steps and maintain contact with the following: |
|  |  |  |  |
| a. | News media (Television, Radio, Newspapers, etc.) |
|  |  |  |  |
| b. | Government agencies and civil authorities |
|  |  |  |  |
| c. | Financial relationships |
|  |  |  |  |
| d. | employees |
|  |  |  |  |
| e. | Employees |
|  |  |  |  |
| f. | Family Or Relatives |
|  |  |  |  |
| g. | in2vate Emergency Hotline |
|  |  |  |  |
| h. | in2vate Emergency Web Page Information |
|  |  |  |  |
| (Communication Team Members will include individuals from other Organizational Units as appropriate.) |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Security** |  |  |  |
|  |  |  |  |
| 1. | Preserve law and order, maintain security on facility |
|  |  |  |  |
| 2. | Monitor and disseminate warnings and threats |
|  |  |  |  |
| 3. | Provide traffic and crowd control |
|  |  |  |  |
| 4. | Direct evacuation efforts |
|  |  |  |  |
| 5. | Control access to buildings and scene of the disaster |
|  |  |  |  |
| 6. | Interface and coordinate with Local, County and State Emergency Service entities to implement mutual assistance agreements |
|  |  |  |  |
| 7. | Maintain the Institution Communications Center (DCS Dispatch) on a continuous basis |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Maintenance Services** |
|  |  |  |  |
| 1. | Develop and maintain building evacuation plans |
|  |  |  |  |
| 2. | Provide for the protection of building envelopes |
|  |  |  |  |
| 3. | Provide utility services, monitor utility services, and, as necessary, shut down utility services |
|  |  |  |  |
| 4. | Provide for emergency water and sanitation |
|  |  |  |  |
| 5. | Determine the need for emergency power in key buildings |
|  |  |  |  |
| 6. | In the event of a pending emergency, secure the facility grounds and building envelopes |
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| **Together with Research Personnel and EHS Office:** |
|  |  |  |  |
| 1. | Identify and prioritize critical support services and systems |
|  |  |  |  |
| 2. | Identify and develop plans for the securing of dangerous research materials |
|  |  |  |  |
| 3. | Develop plans and procedures to protect critical research assets |
|  |  |  |  |
| 4. | For special assets (research animals, environmental sensitive materials, etc.) assist in developing backup plans for electrical and other required basic services |
|  |  |  |  |
| 5. | Maintain emergency supplies and equipment to protect in2vate assets |
|  |  |  |  |
| 6. | Distribute supplies to employees to secure building contents |
|  |  |  |  |
| 7. | Clearance and removal of debris |
|  |  |  |  |
| 8. | Conduct building damage assessments / determine if buildings are safe |
|  |  |  |  |
| 9. | Repair buildings |
|  |  |  |  |
| 10. | Maintain the Emergency Operations Center |
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| 11. | Together with the Security, monitor the weather |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **EHS Office** |
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| 1. | Assist in damage assessment and building condition reports |
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| 2. | Maintain information on the content and location of radiological, chemical, biological and fire safety hazards |
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| 3. | Provide for emergency response to Hazardous Materials (HAZMAT) Incidents |
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| 4. | Together with Research Personnel and Maintenance Services: |
|  |  |  |  |
| a. | Identify and prioritize critical support services and systems |
|  |  |  |  |
| b. | Identify and develop plans for the securing of dangerous research materials |
|  |  |  |  |
| c. | Develop plans and procedures to protect critical research assets |
|  |  |  |  |
| d. | For special assets (research animals, environmental sensitive materials, etc.) assist in developing backup plans for electrical and other required basic services |
|  |  |  |  |
| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS** |
| **Office** |
|  |  |  |  |
| 1. | Maintain the continuity of Payroll Processing Services |
|  |  |  |  |
| 2. | Ensure that emergency funds are available for expenditure as in2vate priorities change during periods of crisis |
|  |  |  |  |
| 3. | Provide ongoing contact with General Counsel |
|  |  |  |  |
| 4. | Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Information Technology Services (ITS)** |
|  |  |  |  |
| 1. | Maintain the operation of voice, intranet, data, video and wireless communications services |
|  |  |  |  |
| 2. | Develop policy to provide for the coordination of emergency communication systems |
|  |  |  |  |
| 3. | Implement proper backup controls and redundancies to maintain critical services |
|  |  |  |  |
| 4. | Properly document all hardware and its configuration; develop a plan for hardware replacement and setup |
|  |  |  |  |
| 5. | Develop adequate information security controls |
|  |  |  |  |
| 6. | Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location |
|  |  |  |  |
| 7. | As necessary, develop and maintain a plan to perform critical applications at a remote / alternate site |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Human Resources** |
|  |  |  |  |
| 1. | Develop procedures to communicate with and account for employees in emergency situations |
|  |  |  |  |
| 2. | Develop plans to identify alternate facilities or temporary structures where in2vate activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities |
|  |  |  |  |
| 3. | Identify and prioritize critical support services and systems |
|  |  |  |  |
| 4. | Develop plans for the rescheduling of events after a major disaster |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Public Affairs / Human Resources** |
|  |  |  |  |
| 1. | Implement a comprehensive program for emergency shelter for employees currently housed in the on-facility facilities |
|  |  |  |  |
| 2. | Coordinate with local agencies and support organizations to provide shelter alternatives for off facility employees. |
|  |  |  |  |
| 3. | Develop procedures to communicate with and account for employees in emergency situations |
|  |  |  |  |
| 4. | Develop and maintain procedures to track international employees during disaster events and during the disaster recovery period |
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| 5. | Provide for the emergency transportation of employees |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Human Resources (HR)** |
|  |  |  |  |
| 1. | Maintain the continuity of critical Employee Benefit Services |
|  |  |  |  |
| 2. | Develop special policies (time off, compensation, etc.) for: |
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| a. | Storm Personnel (individuals who are to remain onsite during storms) |
|  |  |  |  |
| b. | Personnel who are assigned to alternate sites |
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| 3. | In a post disaster community-wide disaster: |
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| a. | Assess employees availability |
|  |  |  |  |
| b. | Assist with the appropriation of personnel |
|  |  |  |  |
| c. | Assist employees with survival needs – food, water, shelter, etc. |
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| d. | Assist employees with work recovery needs – psychological help, day care center, local transportation, time off for personal needs, etc. |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Medical Support Services** |
|  |  |  |  |
| 1. | Maintain medical services to sick or injured employees |
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| 2. | Provide employee crisis counseling services |
|  |  |  |  |
| 3. | Coordinate assistance with outside Emergency Medical Services |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Food Services** |
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| 1. | Provide for emergency transportation and/or parking for essential personnel |
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| 2. | Provide emergency food, water and other supplies |
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| a. | Maintain emergency supplies of food and water |
|  |  |  |  |
| b. | Procurement procedures for obtaining emergency supplies |
|  |  |  |  |
| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Risk Management** |
|  |  |  |  |
| 1. | Assess the value of Institution property – buildings, building contents and other in2vate assets |
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| 2. | Secure appropriate insurance |
|  |  |  |  |
| 3. | Collect & analyze damage assessment reports |
|  |  |  |  |
| 4. | Evaluation of damaged assets |
|  |  |  |  |
| 5. | Documentation and submission of claims. |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Manufacturing Department** |
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| 1. | Develop and maintain plans for crowd control during athletic events |
|  |  |  |  |
| 2. | Develop a plan for evacuating athletic facilities during athletic events |
|  |  |  |  |
| 3. | Together with the Security develop plans for ensuring that no weapons or dangerous materials are present during any athletic event |
|  |  |  |  |
| 4. | Develop an emergency plan to use athletic facilities as a shelter during and after an emergency |
|  |  |  |  |
| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Resource Center** |
|  |  |  |  |
| 1. | Identify and assist with the evaluation of assets – books, collections, art works, etc. |
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| 2. | Develop plans and procedures to protect critical assets |
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| 3. | In the event that Library assets are destroyed, develop plans for a “electronic web-based library” |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **in2vate Chaplain** |
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| 1. | Provide for facility spiritual needs |
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| 2. | Assist with trauma services |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Public Affairs** |
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| 1. | Liaison with employee organizations |
|  |  |  |  |
| 2. | Assist with notification to employees and trauma services |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **President** |
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| 1. | Facilitate communications with employees |
|  |  |  |  |
| 2. | Represent employees' concerns during a crisis situation to the Crisis Management Team |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS:** |
| **Incident Command System** |
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| The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure.  |
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| The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. The ICS utilizes a clearly defined chain of command system. In a typical business environment it is usually clear who is in charge and probably who is second in command. Often after the primary two command levels, the exact chain of command is sometimes unclear. |
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| **Key Principles of the Incident Command System** |
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| 1. | Modular organization based on activating only those organizational elements required to meet current objectives |
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| 2. | Common terminology applied to organization elements, position titles, institution designations and resources |
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| 3. | Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits |
|  |  |  |  |
| 4. | Comprehensive resource management for coordinating and inventorying resources for field responses |
|  |  |  |  |
| 5. | Integrated communication so that information systems operate smoothly among all response agencies involved |
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| 6. | Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists |
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| 7. | Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels. |
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| **Designation of the Incident Commander** |
| It is essential to all emergency response planning and action that a single Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur. All potential Incident Commanders must complete the FEMA IS-700 National Incident Management System (NIMS) via the on line course through the Emergency Management Institute (http://www.training.fema.gov/emiweb/IS/is700.asp ) or an equivalent federally approved course. |
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| Use of the Incident Command System facilitates the organization's ability to communicate and coordinate response actions with internal and external emergency response agencies. The ICS is an effective mechanism to direct resources in an emergency event. All organizational levels should be aware of the concepts of the Incident Command System.  |
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| Because Incident Command System will likely differ from the normal everyday organizational system for most institutions, the Incident Command System needs to be practiced in routine exercises. In particular it is critical for everyone to know the chain of command. All members of the Crisis Management Team should be very clear on who will be in charge. In an actual emergency situation it is critically important that there be only one Incident Commander in charge and that everyone involved with the disaster response know who that individual is.  |
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| **SUPERVISORY REQUIREMENTS OF ALL ORGANIZATIONAL UNITS: Communications Team** |
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| External and internal communications requires coordination by Office among multiple individuals from several Organizational Units. The following assignments are suggested: |
| **Function / Contact** | **Responsibility** |
| Overall Control | Office |
| News media (TV, Newspapers, etc.) | Office |
| Government agencies  | President or designee |
| Civil authorities | Security , Maintenance Services, and/or the EHS Office |
| Financial relationships | Office |
| employees | Human Resources and/or Human Resources\* |
| #NAME? | Public Affairs/Human Resources\* |
| Parents & Relatives | Public Affairs/Human Resources\* |
| Emergency Hotline  | Office/Security |
| Web Page | Office/Information Technology Services |
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| \*If serious injuries or fatalities are involved, the President should also be involved with the communication effort. |
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| **Mechanisms** |  |  |
| **Mechanism** | **Utilization** |
| Direct Telephone Contact | Used by the in2vate for most external contact. Used by the in2vate for contact with parents & relatives |
| Direct Personal Contact | Used by the in2vate to contact parents and relatives when serious injuries or fatalities are involved (whenever possible) |
| Emergency Hotline | Used by employees, parents, relatives, employees to ascertain information about emergency conditions. |
| Web Page | Used by employees, parents, relatives, employees to ascertain information about emergency conditions. |
|  |  |  |  |