

Emergency Plan Development

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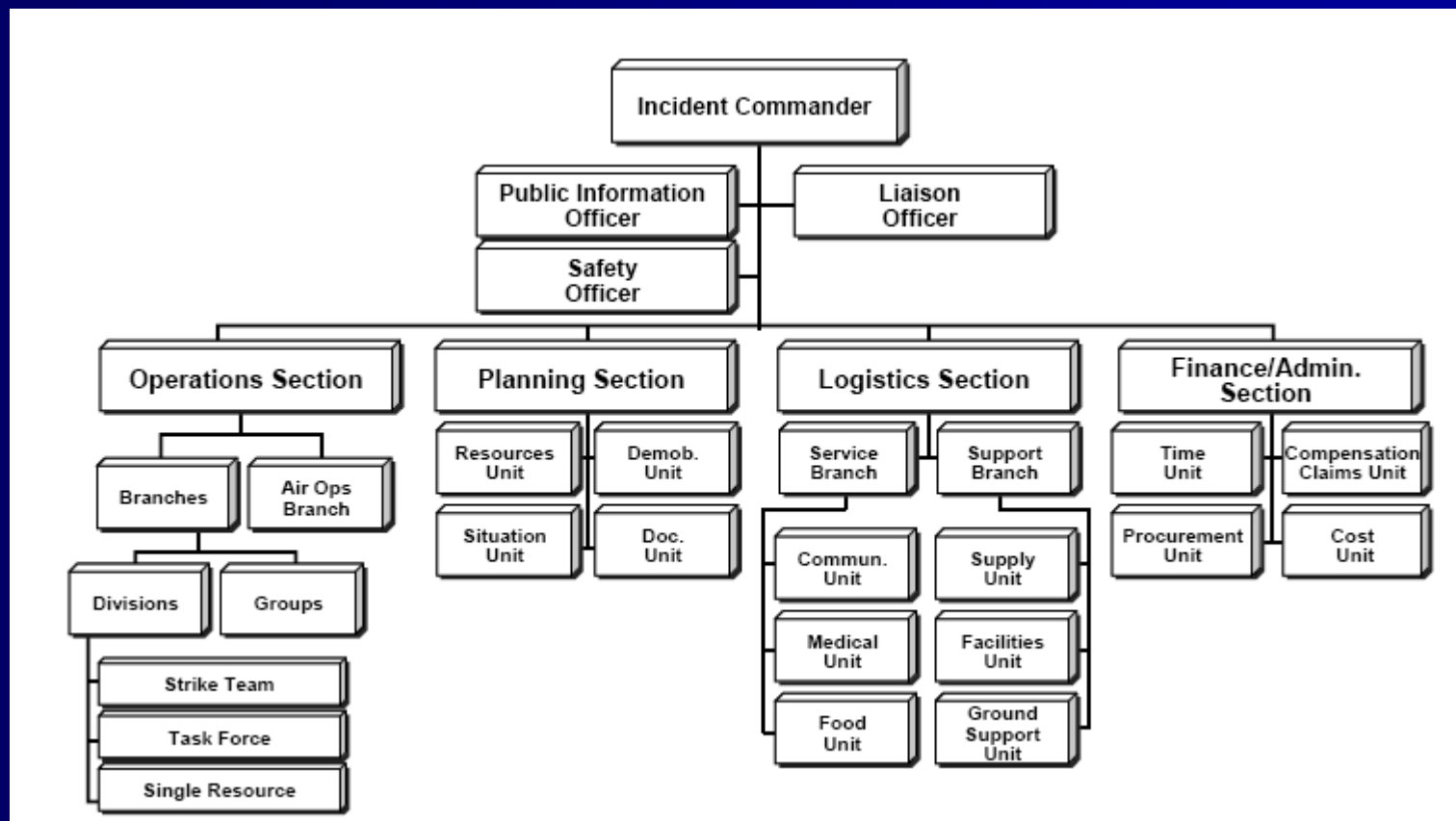
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Emergency Plan

- Specific to agency
- No canned approach
- Incident Command System (ICS) is core
- Priorities:
 - Life Safety
 - Stabilization
 - Environment
 - Property

ICS



ICS

- Manageable span of control
 - Three – seven reports, five optimal
- Common communications
 - Avoid slang/vernacular
 - Avoid acronyms
 - Interoperable equipment
 - Common policies/standards

Incident Commander

- Who's in charge?
 - Incident Commander:
 - Authority to make decisions
 - Three-deep
 - 24/7 contact availability (on call)
 - Home, work
 - Reliable, responsible
 - Deputy
 - Assistant

Safety Officer

- Priorities:
 - Life/personal safety
- Daily Operational Safety
- Incident Safety

Safety Officer (cont.)

- Daily Operational Safety
 - Fire Suppression
 - Sprinklers, fire extinguishers
 - Chemicals
 - Cleaning Agents
 - Security of Medications
 - AEDs
 - Custodial Condition/Maintenance Schedules
 - Transportation/Vehicles
 - CDL Certification
 - Maintenance Schedule

Safety Officer (cont.)

- Incident Safety
 - Fire/Evacuation/Severe Weather
 - Knowledge of operations
 - Recognizes unsafe situations
 - Fortitude to stop operations to address safety
 - Authority to make decisions

Safety Officer

- Emotional Needs
 - Awareness of stress on staff /employees
 - Resources:
 - Employee Assistance Programs
 - Network 180
 - Arbor Circle
 - Pine Rest

Liaison

- **Priorities:**
 - Make sure communication plan is known to employees' families
 - In touch with community agencies (Health Department, Law Enforcement, EMS) and employees' families
 - Mechanism for contact reduces urgency
 - Consistent information
 - Contact number for questions
 - In contact with families before incident

Public Information Officer

- Public Information Officer (PIO)
 - Media contact
 - Media can be asset or enemy
 - Trained to communicate with media
 - High level of authority
 - Work with responding agencies to ensure consistent message
 - May be Spokesperson
 - No one else but designated spokesperson talks to media
 - May use a spokesperson designated by Incident Command

Operations

- Shelter/Lockdown Procedure
- Evacuation
- Communicate resource needs

Planning

- Annual plan review
- Periodic operations meetings
- Resource tracking
 - People and things
- Provide action plan
- Designate planning team
 - Expandable to specific organization

Planning (cont.)

- Accountability
 - Vendors / visitors
 - Staff
 - Buddy system
 - Review daily
 - Special needs employees
 - Off-site
 - Drivers
 - Salespersons
- Mutual Aid
 - Industry Collaboration

Logistics

- Transportation, Food, Medications
- Resource/supply ordering
 - Every day and emergency
- Communications
 - Emergency notification
 - Personnel
 - Building
 - Method of dissemination
 - Emergency notification procedures
 - Radios, cells, verbal

Supplies

- How do you ensure adequate supplies of:
 - Soap / Hand Sanitizers
 - H1N1 / H5N1
 - Products critical to essential functions (fuel, etc.)

Vendors/Product Lines

- Who are your major vendors and what do they supply?
 - What is their contingency plan?
 - Is there an agreement in place?
 - Do you have back-up supplies?
- Who do you supply to?
 - What happens if you are unable to deliver your service or are working at a reduced capacity?
 - How do your business continuity plans impact who you supply to?
 - Share plans.

Finance/Administration

- Union Contracts/Labor Agreements
 - Stipulations for modification in emergencies or extenuating situations
- Track agency costs
 - Important when assisting government agencies
- Reimbursements
- Track time spent/hours worked
- Workman's Compensation issues
- Authority to write the check

Essential Functions

- Identify essential functions that must be continued
- Identify essential personnel and materials required to maintain essential operations
- Cross-train employees to fill essential tasks, if needed
- Prepare for possible shut down
 - Lack of staff
 - Lack of customers
 - Unacceptable health risk

Technology

- Are there functions that can be handled remotely (telecommuting)?
- Can the IT/phone system support telecommuting? For critical staff only?
- How do you handle resource tracking for telecommuters?
- How are shut-downs, re-opens, etc. communicated to employees?
- Back up plans for loss of Internet, telecommunications, power, etc.

Workplace Safety

- Policies to prevent the spread of influenza at the worksite
 - Respiratory hygiene, cough etiquette
 - Exclusion of people/visitors with influenza symptoms
 - Separation of workstations
 - Cleaning protocols
 - Social distancing (limiting close contact: meetings, shaking hands, break rooms, etc.)

Workplace Safety

- Domestic Violence
 - Absenteeism / Loss of Productivity
 - Injuries to employees
 - Fear / Intimidation
 - Stalking behaviors
 - Court appearances and custody disputes
 - PPO / Restraining Orders

Discussion