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Emergency Operations Plan for Organization Name

Date

"It wasn't raining when Noah built the ark."
– Howard Ruff

Table of Contents

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Background & Disclaimer

This document was developed by the Secure Community Network (SCN), as the official safety and security organization of the Jewish community of North America, in coordination and consultation with partners in the public, private, non-profit and academic sectors. It is intended to assist organizations, facilities and leadership in implementing an "All-Hazards, Whole-Community" approach to addressing both manmade and natural disasters as well as events. When part of a comprehensive strategic framework, this document can assist in ensuring that facilities, organizations and our community is able to prevent, protect against, mitigate the effects of, respond to and recover from all incidents.

The development, exercising, updating and utilization of an Emergency Operations Plan (EOP) should be considered as one component of the comprehensive emergency management program of an organization or facility, where hazards reduction, capabilities development and emergency operations are coordinated in an on-going process of activities related to prevention, protection, mitigation, response and recovery.

This document represents a compilation of existing security best practices, considerations and information intended to assist organizations with general security planning guidance and basic security considerations. It is not intended to provide comprehensive, organization-specific advice or policy guidance on security matters nor is it meant to replace the advice of a security professional or legal counsel. For comprehensive, organization-specific security advice and recommendations, a security professional should be consulted. SCN specifically disclaims any and all responsibility for, and is not responsible for, any loss or damage arising out of the use, nonuse or misuse of this information.

About Secure Community Network

The Secure Community Network (SCN), a nonprofit 501(c)(3) organization, is the official homeland security and safety initiative of the organized Jewish community in North America. Founded in 2004, under the auspices of The Jewish Federations of North America and the Conference of Presidents of Major American Jewish Organizations, SCN serves as the central organization dedicated exclusively to the safety and security of the American Jewish Community, working across 146 federations, 50 partner organizations, over 300 independent communities as well as with other partners in the public, private, non-profit and academic sectors. SCN is dedicated to ensuring that Jewish organizations, communities, as well as life and culture can not only exist safely and securely, but flourish.

How to Use this Template

The intent behind this document is to assist our community members in developing standardized emergency operations procedures across the broader Jewish community that fit into the typical framework that response agencies operate under. While Jewish organizations and its members are not traditional response agencies or first responders, they are often the first to respond to an incident. In recognition of this and the varied background experience of organizational leadership, this user guide has been developed to help guide its users on how to fill out and use this template

Tips for Completing this Template

Form a Planning Committee

Who comprises the planning committee will vary based on the size and structure of the organization. However, as a general rule, the planning committee should at a minimum include members of the organization's leadership and/or those familiar with facility operations.

Invite local response partners to either join your planning committee or provide input on relevant sections of your plan.

Local response partners will be able to provide valuable subject matter expertise on not only response operations, but also preventative measures that can help lessen the impact of an incident. Response partners you should consider including are police, fire, and local emergency management agencies, if applicable.

Consider this plan to be a living document.

This plan will likely go through many iterations and should be considered a living document and not something that is set in stone. Fill this document out to the best of your ability and then distribute to select individuals to provide feedback and update accordingly. Additionally, this plan will change as the organization and society as whole changes. Findings from trainings and exercises, as well as incident responses, will also trigger changes in the plan.

Review instructions located throughout this template

Sections that require you to input any substantial information will have instructions as to how to complete it and what should be included. Tables will have "hover text boxes" on the column headers with instructions as to how to fill it out. Simply place your mouse over the column header and the instruction will appear.

Tailor this template to fit the needs of your organization

This template is meant to be a general emergency operations plan template that can be utilized by a wide variety of organizations. In recognition that many of our community's facilities vary widely in terms of size, complexity, and geography, it is understood certain annexes (i.e. earthquake) may not apply to your organization. If an annex is not applicable to your organization, you should remove it from the document.

How to Use this Template

Review the plan annually

This plan should be reviewed at least annually and updated as needed. As mentioned above, this plan is a living document. People may join or leave the organization or protocols may change over time. As such, an annual review is necessary to ensure that it is up to date so that emergency operations can be effective and efficient.

Brief all new staff and review annually with existing staff

In order to ensure the effectiveness of this plan, staff must first know they have a role during emergency operations. Additionally, they must understand their roles and responsibilities during emergency operations. As part of new hire orientation or training, new staff must be briefed and the plan and advised of their roles and responsibilities. To ensure that existing staff is reminded of their roles and responsibilities and aware of any updates and/or changes to the plan, they should be briefed annually. Consider including plan briefing as part of your organizations yearly training schedule.

Provide a copy of the plan to local response agencies

In order to ensure there is a common operating picture, local response agencies that will have a role in incident response should be provided a copy of the plan. In addition to becoming familiar with the plan as whole, the response agencies will have a chance pre-incident to familiarize themselves with their expected roles and responsibilities. Additionally, if they were not included in the initial planning process, this is a great opportunity to open up lines of communication and coordination with your local response partners.

Conduct exercises/drills on this plan at least semi-annually

Exercises and drills are critical to effective incident response. Once a plan has been written, it is important to test if the protocol and procedures are actually feasible. Exercises and drills allow for plans to be tested in low/no stress environment. Additionally, the more the plan is drilled and exercised, the easier it will be for staff to respond should there be an actual incident. Your organization should strive to test your plan or portions of it at least twice a year. You can also consider partnering with the SCN RSA, or you local Federation Security Director as an impartial proctor for the exercise. After the exercise or drill, have a meeting with participants to discuss what went well and what needs improvement. Use that feedback to update your plan. Once your internal staff becomes comfortable with the plan, consider inviting external partners such as local response agencies to participate in the drills and exercises.

Security and Privacy Statement

This document is classified as For Official Use Only. Portions of the plan may contain information that raises personal privacy concerns for the members of Organization Name. It is to be controlled, stored, handled, transmitted, distributed, and disposed of in a secure manner. This plan should not be released without prior approval of the Title of Approval Authority to the members, staff, or congregants of Organization Name or other personnel who do not have a valid "need to know".

Some of the information in this plan, if made public, could endanger the privacy of employees, staff and congregants. In addition, the disclosure of information in this plan could compromise the security of essential equipment, services of Organization Name. Distribution of the Continuity Plan in whole or part is limited to those personnel who need to know the information in order to successfully implement the plan.

The Organization Name will distribute copies of the continuity plan on a need to know basis. *[Insert procedures for distributing the plan, e.g. via hard copy or electronic copy or posting on internal websites].* In addition, copies of the plan will be distributed to other organizations as necessary to promote information sharing and facilitate a coordinated community continuity effort. Organization Name will distribute updated versions of the continuity plan annually or as critical changes occur.

Promulgation Document/Signatures

Organization Name and its members expect that Organization Type are safe havens. However, emergency incidents are unpredictable, which means that the organization and its staff and members must be prepared to respond effectively and efficiently to various kinds incidents. Through emergency planning efforts, the organization endeavors to ensure that Organization Name continues to provide a safe, orderly environment for staff and members.

This plan is known as the Organization Name Emergency Operations Plan (EOP). The plan and its support documents provide a framework that outlines the organization's intended approach to managing incidents of all types and should be regarded as guidelines rather than performance guarantees. The organization's planning process is supported by collaboration, training, and exercise. The content is based upon guidance approved and provided by the Federal Emergency Management Agency (FEMA). The intent of the EOP is to provide direction on how to respond to an incident from the onset, through an extended response, and through the recovery process.

The Title/Role is responsible for approving and ensuring promulgation of this plan, which supersedes and rescinds all previous organization emergency plans. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The Authoratative Body gives its full support to this Emergency Operations Plan (EOP) and urges all staff and individuals to prepare for times of emergency before they occur.

_____

Title
Organization Name
Date

_____

Title
Organization Name
Date

Plan Development and Maintenance

This Emergency Operations Plan (EOP) was prepared by Organization Name to develop an all hazards response plan that allows for a comprehensive and efficient approach to all incident types and responses.

This plan shall apply to all organization staff and members participating in mitigation, preparedness, response, and recovery efforts.

The Role/Title shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the "all-hazards" concept and plans for natural and man-made disasters and incidents. The plan is flexible and scalable in that part of the plan or the entire plan may be activated based on the specific emergency and decision by organization leadership.

This EOP and its supporting contents are hereby approved, supersedes all previous editions, and is effective immediately upon the signing of all signature authorities noted below.

_____

Title
Organization Name
Date

_____

Title
Organization Name
Date

Plan Development and Maintenance

The Role/Title is responsible for the overall maintenance of the Organization Name EOP. This plan and its annexes and appendixes will be reviewed annually and updated as appropriate. The Role/Title will be responsible for establishing the annual review schedule and documenting the annual review in Appendix A. This plan in its entirety or relevant sections may be distributed to appropriate parties at the discretion of Role/Title. It is suggested that a Record of Distribution be kept in order to keep a record of proof that relevant parties have received a copy of the plan. A Record of Distribution template can be found in Appendix B.

Purpose

A critical mission of Organization Name is to not only protect the property, but to also protect the lives of its staff, members, and visitors. Through a coordinated planning effort with key internal and external stakeholders, Organization Name has developed an Emergency Operations Plan (EOP) that facilitates the preservation of life and property during an incident. The purpose of the EOP is to define the role and responsibilities of internal and external stakeholders before, during, and after an incident. The development of the plan, and subsequently, training and exercising of the plan empowers community members to react quickly and effectively during an emergency.

This plan provides an all-hazards approach to dealing with incidents and empowering staff and lay leaders to manage incidents at this facility. The EOP consists of the basic plan and functional and threat-, hazard-, incident-specific annexes that allows for an organized and systematic approach to mitigate, prevent, protect against, respond to, and recover from an incident.

Key stakeholders have been trained to assess the seriousness of incidents and respond according to the established procedures and guidance. Organization Name regularly schedules training and exercises to assure these guidelines are followed, to improve response time and effectiveness, and evaluate performance.

Scope

The Organization Name Emergency Operations Plan (EOP) outlines the expectations of staff and members, defines the roles and responsibilities, identifies direction and control systems, identifies internal and external communications plans, outlines the frequency and types of training, and defines the roles and responsibilities before, during, and after an incident. The plan also includes references and authorities as defined by local, tribal, state, and federal government mandates, common and specialized procedures, and specific hazard/threat vulnerabilities and responses/recovery. With regard to the scope of this plan, incident, hazard, threat, and vulnerability are defined as follows.

Incident: An occurrence, natural or human-caused, that requires a response to protect life or property. The Role/TItle shall have the authority to determine when an incident has occurred and when to implement the procedures contained within this EOP.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Threat: Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Plan Development and Maintenance

Vulnerability: Characteristics of the organization that could make it more susceptible to the identified threats and hazards.

Situation Overview

Organization Name is located at Address. The organization has a population of Population to include, but not limited to congregants, Rabbis, professional staff, maintenance and custodial staff, greeter/usher staff, and safety/security committee members. Organization Name is located on Property Size and includes List of Buildings/Structures and the Name, Age, and Architecture of each.

A plan of the buildings, annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid/hemorrhage control kits, AEDs, hazardous materials storage, and utility shutoffs is included in Appendix F. All staff members are required to know these locations as well as how to operate utility shutoffs.

External Support

While Organization Name has the potential to be severely impacted by a wide variety of emergency situations, it is not a traditional response agency. As a result, Organization Name relies on external response partners to assist with response efforts during an emergency situation. The external response partners that will assist with a response will vary based on the emergency situation. External response partners include, but are not limited to, those listed below.

- Community Security Director Name, or;
- SCN Regional Security Advisor Name
- Local law enforcement
- Local fire and EMS providers
- Local emergency management agency (EMA)
- Local health department
- Federal partners such as the Federal Bureau of Investigation (FBI), Department of Homeland Security (DHS), and the Centers for Disease Control and Prevention (CDC)

Plan Development and Maintenance

External Contacts				
Name	**Agency/Organization**	**Phone 1**	**Phone 2**	**Email**
	Police			
	Fire			
	Emergency Management Agency			
	Local Health Department			
	FBI			
	Secure Community Network			
	Network Leadership			

Threat/Hazard Assessment Summary—Generalized for Region

Table 1. High Priority Threats and Hazards

Threat/Hazard	Description

Planning Assumptions and Limitations

Planning Assumptions

The following assumptions are applied throughout the plan:

- Emergency situations may occur at any time of the year, on any day, and at any time with no warning.
- Emergency situations could be the result of human/intentional hazards, natural hazards, or technological hazards.
- The threats and hazards identified in the Threat/Hazard Assessment Summary will likely be the most common emergency situations that Organization Name faces, but there is always the potential for lesser threats and hazards or previously unidentified threat and hazards to affect the organization.
- In most serious emergency situations, local law enforcement, fire, and emergency managers will be available for assistance. However, there may be a delay in response. Therefore, staff and members will often be the first on the scene and must carry out the initial incident response activities until responders arrive.
- After a critical incident, the site may have to rely on its own resources in order to self-sustain for an extended period of time.
- Proper prevention, protection, and mitigation actions will prevent or reduce incident-related losses.
- Maintaining and providing frequently exercising the EOP amongst stakeholders such as staff, lay leaders, children, parents, first responders, and emergency management official can improve the outcomes of incident response.
- Immediate response is required to reduce injuries, save lives, and protect property.

Limitations

It is the policy of Organization Name that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Organization Name can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

Roles and Responsibilities

This plan is based upon the concept that the incident management functions that must be performed by the organization generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, certain nonessential functions, as determined by the organization, will be suspended. The personnel, equipment, and supplies that would typically be required for those nonessential functions will be redirected to accomplish assigned incident management tasks. Operations fit within the overall National Response Framework and comply with the National Incident Management System (NIMS) and Incident Command System (ICS) standards.

Priorities for all emergency responses are as follows.

1. Life Safety
2. Incident Stabilization
3. Property Preservation

Mission of Emergency Management

The National Response Framework (NRF) developed by the Federal Emergency Management Agency (FEMA) identifies five mission areas for incident response. In the event of an incident Organization Name will adhere to the mission of emergency management, which include:

Prevention
Prevent, avoid or stop an imminent, threatened or actual incident

Preparedness
Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive

Mitigation
Reduce the loss of life and property by lessening the impact of future disasters

Response
Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident

Recovery
Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident

Roles and Responsibilities

This section establishes the operational organization that will be relied on to manage an incident. The roles and responsibilities of both internal staff and members as well as key external partners are detailed in the following section.

The Role/Title is not able to manage all the aspects associated with an incident without assistance. The organization relies on other key organization personnel to perform tasks that will ensure the safety of staff, members, and visitors during an incident. Roles should be pre-assigned based on training and qualifications. Further, anyone expected to fill a role during an incident should be informed and familiar with his or her role and responsibilities before an incident occurs. Relevant roles and responsibilities are outlined in the table below. Collectively, they will be referred to as the Incident Management Team (IMT). **Note: A single person may fill multiple roles based on the size of your organization.**

For additional guidance with regard to as to how to fill out the roles, please contact your Security Director.

Title	Person	Roles
Safety/Security Committee Chair	Name & Title	• Determine staffing needs and delegate tasks to personnel • Develop incident objectives and priorities • Liaise with organizational senior leadership
Safety/Security Committee Member	Name & Title	• Liaison between the organization, the media, the security team, and broader professional staff and stakeholders • Develops information to be released to the public • Conducts media briefings
Safety/Security Committee Member	Name & Title	• Monitors safety conditions • Ensures safety of staff and visitors
Safety/Security Committee Member	Name & Title	• Coordinates with representatives of assisting agencies responding to the incident
Safety/Security Committee Member	Name & Title	• "Boots on the Ground" • Responsible for carrying out incident response objectives
Safety/Security Committee Member	Name & Title	• Collects and evaluates information about the incident in order to develop a response plan • Conducts planning meetings

Roles and Responsibilities

Safety/Security Committee Member	Name & Title	• Determines and procures resources necessary for incident response
Safety/Security Committee Member	Name & Title	• Responsible for recordkeeping of the incident such as: – Personnel time – Claim documentation – Cost documentation and analysis

Coordination with First Responders

If an incident is within the authorities of the responder community (police, fire/EMS, etc.), command will be transferred upon the arrival of qualified responders. At the discretion of the new Incident Commander, the organization Incident Commander (Security Committee Chair) may be integrated into the incident response in a new role.

Source and Use of Resources

Organization Name may need additional resources to respond effectively to an incident. All pre-negotiated agreements and contracts can be found in Appendix G.

Roles and Responsibilities

Information Collection, Analysis, and Dissemination

Accurate and relevant information is key to incident response. The Organization Name will maintain contact and participate in information sharing with local law enforcement, Secure Community Network (SCN), and other relevant partners. Useful sources of information include social media, mainstream media, and weather reports. Relevant information will also be shared internally and externally based on the communications procedure outlined in the Communications Procedure Annex.

Training and Exercises

Organization Name recognizes the critical importance of training and exercising as a part of incident response preparation. In order to ensure that all staff, members, and responders are aware of their roles and responsibilities as outlined in this EOP, the Organization Name will coordinate with Secure Community Network (SCN) and other response partners to conduct necessary trainings and exercise. A record of training and exercises conducted as it relates to this plan are located in Appendix C.

Administration, Finance, and Logistics

During any incident, resource tracking is key. Accurate and detailed recordkeeping of incident costs is important as detailed records will assist in the recovery of funds from insurers and/or requesting assistance from the State and/or Federal Government. A Resource Tracking guide is located in Appendix K and can be utilized to assist with resource tracking during an incident.

References

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- National Preparedness Goal, Federal Emergency Management Agency, September 2015
- National Preparedness System, Federal Emergency Management Agency, November 2011
- National Incident Management System, Federal Emergency Management Agency, December 2008
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011
- Comprehensive Preparedness Guide 101 – Developing and Maintaining Emergency Operations Plans, Federal Emergency Management Agency, November 2010
- Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship, Federal Emergency Management Agency, June 2013

State

These will vary by state and will need to be completed for the state in which the organization in located in.

Local

These will vary by locality and will need to be completed for the locality in which the organization in located in.

Roles and Responsibilities

Disclaimer: The purpose of this document is to provide guidance for developing an Emergency Operations Plan for your organization. None of the information contained in this document supersedes any local, state, or federal laws and/or guidance.

Functional Annexes

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Communications Procedure

Purpose
Communication is a critical part of incident management. This section outlines the organization's communication procedures.

Scope
The communications procedures outline the steps to be taken to communicate information before, during, and after an incident.

BEFORE Incident Communications is Required

Goal: Ensure a Communications Plan is developed and in place.

Objective 1: Establish a Communications Plan

Objective 2: Test the Communications Plan

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and write a communications plan for the organization addressing both internal and external communication		
	Collect emergency contact information for staff and members and develop internal messaging system, as needed		
	Pre-identify any external contacts you may need during an incident (i.e. police, fire, utilities, etc.) and create a directory with their contact information		
	Designate a person to serve as the communications liaison for internal and external partners		
	Determine how you will contact internal and external		

	partners (Identify primary and alternate methods)		
	Determine how you will communicate internally during incident response (Identify primary and alternate methods)		
	Conduct annual tests of the Communication Plan	Annually	Identify problems with the Communication Plan and revise as necessary

DURING an Incident where Incident Communications is Required

Goal: Activate and Implement the Communications Plan to ensure
the safety of congregants and an effective response
Objective 1: Organization wide communications
Objective 2: External communication with response partners

WHO IS RESPONSIBLE	COURSE OF ACTION
	Activate the communications plan
	Monitor external communication (i.e. social media) and collect media queries
	Conduct incident update briefings at the beginning and end of each shift
	Craft and disseminate messaging for internal recipients
	Craft and disseminate messaging for external recipients

Communications Procedure

AFTER an Incident where Incident Communications is Required

Goal: Return to normal operations and brief key partners

Objective 1: Provide information to internal and external partners

Objective 2: Review and revise the plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Disseminate an information bulletin to internal members
	Develop a public statement, then hold briefings, Q&A sessions, etc., as required, to disseminate information to the general public
	Review the communication efforts during incident response and revise the plan as necessary

Communication Tools

List any tools such as phones, email, HAM radio, or automatic messaging services that you plan to use during incident communications

Evacuation Procedure

Purpose

In case of an incident requiring the evacuation of the facility and/or facility grounds, the following procedures should be adhered to by staff and members.

Scope

The evacuation procedure outlines steps to be taken to protect staff and members from injury or death during an incident and ensure a safe evacuation of all occupants. Designated staff members, emergency management, and response personnel are required to participate in the development, implantation, and evaluation of the organization EOP as it relates to this annex.

BEFORE Evacuation is Required

Goal: Have or Develop an Evacuation Plan
Objective 1: Ensure that there is an Evacuation Plan
Objective 2: Ensure Evacuation Plan is trained and drilled

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop or revise the Evacuation Plan		
	Determine evacuation routes for your facility		
	Have evacuation route maps printed and displayed throughout the facility		
	Designate an assembly area for all occupants to congregate at after they evacuate		
	Pre-identify staff that could assist occupants to evacuate the building		
	Train and drill the Evacuation Plan	Annually	Revise and update the Evacuation Plan as necessary based on findings from trainings and drills

Evacuation Procedure

DURING an Incident where Evacuation is Required
Goal: Evacuation of facility and/or campus
Objective 1: Ensure safe evacuation of team members
Objective 2: Account for all team members

WHO IS RESPONSIBLE	COURSE OF ACTION
	Activate the Evacuation Plan
	Depending on the incident, call 9-1-1 if necessary
	Announce the need to evacuate and specify if it is a building or grounds evacuation
	Evacuate the building and/or grounds
	Assist occupants in evacuating the building
	Congregate at the designate assembly point if safe to do so
	Conduct a roll call at the assembly point

AFTER an Incident where Evacuation is Required
Goal: Return to Normal Operations
Objective 1: Communicate with occupants
Objective 2: Ensure structural integrity for return
Objective 3: Review and revise the plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Have the building inspected for safe return by qualified professionals
	When safe to do so, reopen the building
	Announce to occupants when (and if) it is safe to return to building
	Review the evacuation of the building and revise the plan as necessary

Reunification Procedures

Purpose
Incidents may either displace or disconnect individuals from their loved ones and may require reunification. In case of an incident requiring reunification, the following procedures should be adhered to by staff and members.

Scope
The reunification procedure outlines steps to be taken to reunify people with their loved ones after an incident.

BEFORE Evacuation is Required

Goal: Ensure the capability of the organization to carry out reunification
Objective 1: Develop a Reunification Plan
Objective 2: Ensure Reunification Plan is trained and drilled
Objective 3: Have a Memorandum of Understanding (MOU) with a reunification site

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop or revise the Reunification Plan		
	Collect emergency contact information for building occupants	Annually	
	Identify reunification site and secure MOUs, when necessary		Resign MOUs annually
	If reunification site is offsite, develop transportation routes		
	Identify, train, and secure necessary stakeholders (mental health, bus services, etc.)		
	Develop a procedure for the release of minors (identify		

	verification, release form, etc.)		
	Work with the reunification site and local law enforcement to develop a security plan for the site		
	Train and drill the Reunification Plan annually	Annually	Revise and update the Reunification Plan as necessary based on findings from trainings and drills

DURING an Incident where Reunification is Required

Goal: Effective and efficient information release to affected parties
Objective 1: Centralized Information/Direction Dissemination Point
Objective 2: Communicate with internal and external partners

WHO IS RESPONSIBLE	COURSE OF ACTION
	Contact local law enforcement to advise them of the activation of the reunification site so they can secure it
	Set-up and staff central information table
	Release reunification information to the general public to include the location of the reunification site and release procedures
	Direct affected parties to appropriate services
	Conduct reunification process for each individual

Reunification Procedures

AFTER an Incident where Reunification is Required

Goal: Close down reunification location and provide continued care for those affected
Objective 1: Close reunification location
Objective 2: Ensure continued care and support for those affected by the incident
Objective 3: Review and revise the plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Announce the end of reunification efforts
	Close reunification site and return equipment and supplies
	Transition back to normal operations
	Ensure that continued support and care are available to those affected by the incident
	Review the reunification procedure and revise the plan as necessary

Lockdown Procedures

Purpose
Lockdown refers to an incident where a threat is identified inside the building requiring the internal lockdown of the organization building. In cases of an incident requiring the lockdown of the organization building, the following procedure should be adhered to by staff and members.

Scope
The lockdown procedure outlines steps to be taken to minimize the injuries and death of staff and members during an incident and maximize the safety of all occupants. Designated staff members, emergency management, and response personnel are required to participate in the development, implantation, and evaluation of the organization EOP as it relates to this annex.

BEFORE Lockdown is Required

Goal: Develop the capability to maximize the security of the facility and minimize the harm to the occupants

Objective 1: Develop a Lockdown Plan

Objective 2: Conduct training on the plan

Objective 3: Liaise with local response partners

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop a Lockdown Plan		
	Pre-identify measures that can be utilized to secure occupants during a lockdown		
	Pre-identify local and state mental health provider agencies		
	Invite local response partners to planning meetings as appropriate		Revise and update the Lockdown Plan as necessary based on feedback
	Distribute copies of the final plan to local response partners		
	Train on the Lockdown Plan per Federal, State, and Local Requirements		Revise and update the Lockdown Plan as necessary based on feedback from trainings

Lockdown Procedures

DURING an Incident where Lockdown is Required
Goal: Minimize the harm to occupants
Objective 1: Secure and account for all occupants
Objective 2: Coordinate with local law enforcement

WHO IS RESPONSIBLE	COURSE OF ACTION
	Call 9-1-1
	Announce lockdown
	Direct all occupants into the building and rooms that can be secured
	Advise occupants to stay away from windows and doors and out of line of sight
	Lock interior doors and close window blinds and shutoff lights
	Take a roll call of occupants
	Remain in contact with law enforcement
	Announce "all clear" when safe to do so

AFTER an Incident where Lockdown is Required
Goal: To the extent possible, resume normal operations
Objective 1: Provide communications brief
Objective 2: Reopen facility
Objective 3: Review and revise the plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Provide access to mental health services
	Develop a message regarding the incident to be released
	Participate in post incident review with local responders
	Determine if the facility is safe and ready to reopen
	Review and revise the plan based on the post incident review

Lockout Procedures

Purpose
Lockout refers to an incident where a threat is identified outside the building requiring all occupants to be brought inside and all external access points secured. In cases of an incident requiring the lockout of the organization building, the following procedure should be adhered to by staff and members.

Scope
The lockout procedure outlines steps to be taken to minimize the injuries or death of staff and members during an incident and maximize the safety of all occupants. Designated staff members, emergency management, and response personnel are required to participate in the development, implantation, and evaluation of the organization EOP as it relates to this annex.

BEFORE Lockout is Required

Goal: Develop the capability to maximize the security of the facility and minimize the harm to the occupants

Objective 1: Develop a Lockout Plan

Objective 2: Conduct training on the plan

Objective 3: Liaise with local response partners

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop a Lockout Plan		
	Pre-identify measures that can be utilized to secure occupants during a lockdown		
	Pre-identify local and state mental health provider agencies		
	Invite local response partners to planning meetings as appropriate		Revise and update the Lockout Plan as necessary based on feedback
	Distribute copies of the final plan to local response partners		
	Train on the Lockout Plan per Federal, State, and Local Requirements		Revise and update the Lockout Plan as necessary based on feedback from trainings

Lockout Procedures

DURING an Incident where Lockout is Required

Goal: Minimize the harm to occupants
Objective 1: Secure and account for all occupants
Objective 2: Coordinate with local law enforcement

WHO IS RESPONSIBLE	COURSE OF ACTION
	Announce lockout and call 9-1-1
	Direct all occupants outside the building into the building
	Lock exterior doors
	Take a roll call of occupants
	Remain in contact with law enforcement
	Announce "all clear" when safe to do so

AFTER an Incident where Lockout is Required

Goal: To the extent possible, resume normal operations
Objective 1: Provide communications brief
Objective 2: Reopen facility
Objective 3: Review and revise the plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Provide access to mental health services
	Develop a message regarding the incident to be released
	Participate in post incident review with local responders
	Determine if the facility is safe and ready to reopen
	Review and revise the plan based on the post incident review

Shelter-in-Place Procedure

Purpose

Shelter-in-place means finding a safer location indoors and staying there until you are told to evacuate. Shelter-in-place may be required for incidents such as severe weather or chemical/radiological hazards. Additionally, temporary shelter-in-place may be required for active threat incidents. In cases of an incident requiring staff, members, and all other occupants to shelter-in-place, the following procedure should be adhered to by staff and members.

Scope

The shelter-in-place procedures outline the steps to be taken before, during, and after an incident in order to allow staff and members to prepare for and safely implement a shelter-in-place order.

BEFORE Shelter-in-Place is Required

Goal: Ensure the capability to shelter-in-place and minimize the harm to occupants

Objective 1: Develop a Shelter-in-Place Plan

Objective 2: Conduct training and drills of the plan

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop a Shelter-in-Place Plan		
	Pre-identify locations in the building that are most structurally sound for a severe weather event		Produce building maps that mark the shelter-in-place area locations.
	Pre-identify locations in the building that can be easily sealed during a hazardous material incident		Produce building maps that mark the shelter-in-place area locations.
	Orient new staff members to specific shelter- in-place locations in the building.		
	Conduct training and drills of the plan as required by local, State, and Federal Regulations		Based on findings from the trainings and/or drills, update the plan as necessary

Shelter-in-Place Procedure

DURING an Incident where Shelter-in-Place is Required

Goal: Protect occupants from exposure to exterior hazards
Objective 1: Take personal protective actions until the incident is resolved
Objective 2: Account for all occupants during the incident

WHO IS RESPONSIBLE	COURSE OF ACTION
	Announce a shelter-in-place order
	Move those you are responsible for to the designated area and ensure they follow the shelter-in-place procedures as dictated by the type of incident
	Once in the designated area, take a roll call to ensure all parties you are responsible for are accounted for
	Announce "all clear" when the incident is resolved

AFTER an Incident where Shelter-in-Place is Required

Goal: Resume normal operations
Objective 1: Assess the physical building for damage
Objective 2: Provide access to mental health services
Objective 3: Account for all occupants
Objective 4: Reevaluate and refine plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Ensure all occupants are accounted for after the incident ceases
	Assess the building to determine if there is any damage and determine if it is safe for return
	Host a meeting to discuss the incident with key partners
	Based on discussions with stakeholders, revise the plan as necessary

Recovery Procedure

Purpose
After any incident, there is always the recovery phase in which organizational staff work to restore things to pre-incident conditions. The following procedure should be adhered to by staff and members.

Scope
The recovery procedure outlines the steps to bring the organization back to pre-incident conditions. For the purpose of this annex, the recovery procedure will focus on the following aspects of recovery.

- Service recovery meaning the restoration of the services your organization provides.
- Physical recovery meaning the restoration of the physical space your organization operates out of.
- Fiscal recovery meaning the recovery of your organization from the financial impacts of the incident.
- Psychological recovery meaning the recovery of the organization members from the psychological impacts of an incident.

A complete plan template for recovery operations can be found in the "Reconstitution Operations Plan Template Annex" of this document.

Service Recovery
Goal: To the best of the organization's ability, restore services offered to pre-incident condition
Objective 1: Identify essential services
Objective 2: Determine how to restore the services

WHO IS RESPONSIBLE	COURSE OF ACTION
	If not already identified, determine which services are essential to restore first
	If not already identified, develop a plan for how to restore these services
	Develop a timeline for resumption of services (i.e. In 2 weeks, 10% of the services will be restored)
	Determine if additional staffing will be required to resume services
	Determine if alternate locations will be required for the services
	Develop messaging to be disseminated to announce the restoration of services

Recovery Procedure

Physical Recovery

Goal: Remediate the physical building so that it can be reopened

Objective 1: Have the building assessed by a qualified professional

Objective 2: Make necessary remediation measures

WHO IS RESPONSIBLE	COURSE OF ACTION
	Have a qualified professional conduct a building assessment
	Based on the building assessment, arrange for the necessary repairs to be completed
	If decontamination or disinfection is required, implement the necessary remediation measures
	If the organization is ready to open, but the building is not ready, consider utilizing an alternate location

Fiscal Recovery

Goal: To the extent possible, restore the financial status of the organization to pre-incident conditions

Objective 1: Determine the financial impact of the incident

Objective 2: Develop a fiscal recovery plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Review incident costs *(See Appendix K)* and determine the total cost of the incident
	File any necessary claims with insurance copies
	If applicable, apply for State and Federal disaster recovery assistance

Recovery Procedure

Psychological Recovery

Goal: Assist organization members recover from the psychological impacts of the incident

Objective 1: Enact or secure memorandums of understanding (MOUs) for mental health services

Objective 2: Provide access to mental health services

WHO IS RESPONSIBLE	COURSE OF ACTION
	Contact mental health service organizations that you have secured MOUs with
	If you have no MOUs or need additional, work with mental health providers to secure MOUs
	Develop and disseminate messaging for affected individuals directing them how to access mental health services

Reconstitution Operation Plan Template

Purpose

The overall purpose continuity planning is to ensure the continuation of the essential functions under all conditions for *Insert Organization Name*. The current ever changing threat environment and recent emergencies, including but not limited to: pandemics, natural hazards (acts of nature; tornadoes, floods, earthquakes, etc.), technological hazards (Accidents, structural failures, system failures, hazardous material spills, etc.) and Human derived threats (Hazards which result from intentional actions of adversaries, such as attacks where physical harm is the goal, etc.), have increased the need for viable alternative capabilities and plans that enable organizations to continue their essential functions separate from their primary location staffing levels and daily operational capacity.

Scope

This recovery plan applies to the functions, operations, and resources necessary to ensure the continuation of essential functions in the event normal operations are disrupted or threatened with disruption.

Plan Maintenance and Review

The emergency planning team will meet no less than annually to update/review and approve contents of this plan.

Reconstitution Operations

Reconstitution will commence when the organization executive or their designee determines that the emergency situation has ended and is unlikely to reoccur. The following items should be considered:

- Notify all personnel that the emergency or threat of emergency has passed, and actions required of personnel in the reconstitution process using *Insert Organization's Method of Communication*
- Upon obtaining the status of the facility, determination should be made as to how much time is needed to repair the primary operating facility and/or acquire a new facility.
- Coordinate with the other applicable facilities to obtain office space for reconstitution, if the primary operating facility is uninhabitable.
- Should the decision be made to repair the facility, the organization executive or designee has the responsibility of supervising the repair process.
- Develop procedures, as necessary, for restructuring staff.

Final Considerations

In conjunction with the RSA/CSD/Federation Security Director, Insert Organization Name, it is recommended that the organization conduct an incident de-brief post event. Human Resources department is responsible for initiating and completing the de-brief with input from all members of the organization. The de-brief should address the effectiveness of the continuity plans and procedures, identify areas for improvement, document these recommendations, and then develop a remedial action. In addition, the de-brief will identify which, if any, programs and services were affected by the incident, and will work to ensure an effective transition or recovery of essential responsibilities.

Reconstitution Operation Plan Template

Reconstitution Operations Checklist

PHASE 1

Priorities:

- Inspect structural integrity
- Can facility be secured?
  - Coordinate with local LE and inform them of your return to the facility
  - Review most recent security/risk assessment (update as needed with emphasis placed on security protocols surrounding frequently touched surfaces)
  - Implement entry/exit procedures for the facility
  - Reassess security personnel duties/posts (static or roving) within the facility
  - Identify and secure isolation areas for employees who begin displaying symptoms
  - Ensure security measures are implemented for any separate employee screening areas
  - Implement personnel restriction measures to limit the number of personnel within the facility
  - Establish policies and procedures to address interpersonal conflict associated with arguments about social distancing or not using PPE, etc.
- Verify that utilities are functional
- Verify that communication platforms (internet, phones, data) are operational.
- Verify decontamination and PPE materials are available

PHASE 2

Priorities:

- Validate staffing levels/duties
- Implement entry/exit procedures
- Implement physical distancing measures where appropriate, increasing space between workers/staff/congregants to six feet or more where feasible
- Alter schedules to reduce spatial interactions (e.g. stagger entry/dismissal times, Shabbat service times, work schedules, etc.)
- Establish scaled operational expectations (Example: 25% of services the first two weeks, 50% of services the next two weeks, 75% of services the next two weeks, etc.)
- Keep office functions as limited as possible to ensure essential operations. Those in the facility should be wearing appropriate personal protective equipment where appropriate
- Consider allowing building users/renters back into the facility if they can observe gathering limits and distancing protocols - and you are able to accommodate the cleaning needs.
- Update all polices and emergency response guides – addressing illness resurgence
- Consider regular health checks - e.g., temperature and respiratory symptom screening of personnel -when/where feasible

Reconstitution Operation Plan Template

PHASE 2 (CONT.)

Priorities (cont.):

- Consider short-term early closures as needed for cleaning/disinfecting and contact tracing
- Limit non-essential travel
- Continuing to offer remote programs/services and reasonable accommodations for employees and those at increased risk of severe illness
- Develop and distribute FAQ to all employees of new policies.
- Ensure mechanisms are in place for employees to address concerns regarding return to work.
- Ensure all staff/congregants have been informed of the new procedures. Provide training to staff as needed on any updated policies and requirements.

PHASE 3

Priorities:

- Re-asses organization capabilities (staffing levels, programs, classes and services offered)
- Transition to pre-incident capabilities or to alternate post-incident capabilities
- Make employee assistance programs (post-incident counseling) available to employees at regular intervals
- Continue to follow local/state/federal guidance on COVID-19
- Know the symptoms of COVD-19 and what to do if personnel are symptomatic
- Identify safe ways to continue serving high-risk or vulnerable populations
- Review and update emergency plans, with considerations for individuals at increased risk of severe illness
- Encourage congregants and staff to stay home and notify the organization administrators of illness when sick
- Encourage the continued use of personal protective measures among congregants and staff – staying home when sick, handwashing, respiratory etiquette etc.
- Frequently clean ad disinfects common surfaces and spaces
- Ensure hand hygiene supplies (soap and water, hand sanitizer) are readily available

Essential Personnel and Recovery Planning Team

The following leadership positions will participate in business continuity and recovery planning

PHASE I:			
NAME	**ORGANIZATION**	**POSITION**	**EMAIL**

PHASE II:			
NAME	**ORGANIZATION**	**POSITION**	**EMAIL**

Essential Personnel
and Recovery Planning Team

PHASE III:			
NAME	**ORGANIZATION**	**POSITION**	**EMAIL**

Essential Services/Utilities

EMERGENCY CONTACT INFORMATION - DIAL 911 IN AN EMERGENCY	
NON-EMERGENCY POLICE	ELECTRICITY PROVIDER
NON-EMERGENCY FIRE	INSURANCE PROVIDER
OTHER (E.G., PROPERTY MANAGEMENT)	WASTE REMOVAL
POISON INFORMATION CENTER	OTHER (E.G., IT SUPPORT CONTRACTOR)
CABLE/INTERNET PROVIDER	NATURAL GAS PROVIDER

Critical Resources

Persons, property, and assets that are so vital that their incapacity or destruction would have a debilitating impact on daily operations, physical security, public health and/or safety.

PEOPLE (employees, consumers, donors, board members, clients/constituents, key volunteers, etc.)		

BUILDING (physical structure, storage unit, satellite office, main office, store front, capital lease, etc.)		

COMPUTER EQUIPMENT (computers, software, servers/network, specialty tools, copiers, etc.)		

DATA (documents, payroll, files, records, server back-up tapes, etc.)		

INVENTORY/PRODUCT (stock, supplies, new materials, etc.)		

OPERATIONS (any disruption to ops, accounts receivable/payable, payroll, mail room, etc.)		

VALUABLE CONTENTS (religious artifacts, valuable collectables, etc.)		

BOOKS AND RECORDS (vital records, payroll information, etc.)		

Critical Resources

EQUIPMENT (HVAC, kitchen equipment, audio visual equipment, specialty tools, copiers, etc.)		

FURNITURE AND FIXTURES (office furniture, custom built furniture, auxiliary furniture, etc.)		

GROUNDS (custom decorations, outdoor equipment, signage, etc.)		

OTHER (artwork, antiques, etc.)		

Infectious Disease Recovery

Goal: To successfully transition to pre-outbreak offerings of programs, services
Objective (1): Ensure organization areas have been properly sanitized and cleaned prior to the decision to re-open
Objective (2): Implement exposure mitigations, phasing programs and services before transitioning to full programs and services

WHO IS RESPONSIBLE	COURSE OF ACTION

Communications Recovery

Goal: To ensure continuity of communication capabilities throughout and after an incident
Objective (1): Identify communication capabilities gap and identify mitigation resources
Objective (2): Test alternate communication platform

WHO IS RESPONSIBLE	COURSE OF ACTION

Threat/Risk Annexes

Severe Weather Recovery

Goal: To provide information to staff and visitors about safe response procedures
during and after a severe weather event. Refer to Organization Policy
Objective (1): During event, Shelter-in-Place if possible, to mitigate effects of weather conditions
Objective (2): Immediately after- self-triage, evaluate immediate area, report injuries,
damage or other critical issues

WHO IS RESPONSIBLE	COURSE OF ACTION

Earthquake Procedure Recovery

Goal: To provide information to staff and visitors about safe response
procedures during and after an earthquake. Refer to Organization Policy
Objective (1): Identify structural engineer prior to event
Objective (2): During the quake-Drop, Cover and Hold; Immediately after-self-triage,
evaluate immediate area, report injuries, damage or other critical issues

WHO IS RESPONSIBLE	COURSE OF ACTION

Threat/Risk Annexes

Fire Procedure Recovery

Goal: The Fire Response Plan applies to the professional, lay and volunteer staff. The staff is responsible for maintaining the content to ensure current and consistent information, conforming to applicable state laws. Refer to Organization Policy

Objective (1): Define the procedures for responding to fire or smoke in the facility and/or on the campus

Objective (2): Instruct facility professional, lay and volunteer staff on their responsibilities in responding to fires that are in their work areas and fires outside their work areas

WHO IS RESPONSIBLE	COURSE OF ACTION

Hazardous Material Recovery

Goal: To maintain safe practices and to eliminate or diminish, to the extent possible, hazards and potential injury to staff, volunteers and visitors. Refer to Organization Policy

Objective (1): To ensure only trained and authorized personnel respond to hazardous material incidents

Objective (2): Ensure all staff, volunteers and visitors immediately evacuate the area, closing doors behind them and utilize the principle of up-hill, up-wind and up-stream

WHO IS RESPONSIBLE	COURSE OF ACTION

Threat/Risk Annexes

Active Threat/Assault/Civil Disturbance Recovery

Goal: Ensure smooth transition of operations post-incident

Objective (1): Conduct a security assessment and implement measures
to mitigate future threats or acts of violence

Objective (2): Plan and conduct full scale exercise(s) to drill procedures and identify gaps in response

WHO IS RESPONSIBLE	COURSE OF ACTION

Security Procedure

Purpose
Security procedures and protocols are in place to maximize the safety and security of the environment, discourage crime, and to deter persons from gaining unauthorized access to the building.

Scope
The security procedures outline the steps to be taken to secure the facility and its occupants before, during, and after an incident. The security procedures outlined here are non-routine scenarios and not daily operations.

BEFORE an Incident

Goal: Develop policies and procedures to ensure the ability to keep the facility secure and the occupants safe

Objective 1: Define roles and responsibilities

Objective 2: Train and drill the plan

Objective 3: Conduct a Threat and Vulnerability Risk Assessment (TVRA)

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Have a TVRA completed for the organization		
	Form a planning committee and develop an Incident Safety/Security Plan		
	Refer to the Functional and Threat- and Hazard- Specific Annexes to determine the security procedures for specific incidents and responses		
	Contact your local law enforcement and/or Community Security Directory for assistance in developing your plan		
	Conduct training and drills of the plan		Based on findings from the trainings and/or drills, update the plan as necessary

Security Procedure

DURING an Incident

Goal: Maximize the facility security and occupant safety
Objective 1: Carry out incident objectives
Objective 2: Communicate with emergency services

WHO IS RESPONSIBLE	COURSE OF ACTION
	At onset of the incident call 9-1-1 and continue to keep clear channels of communication with emergency service agencies
	Based on the incident, implement applicable security procedures

AFTER an Incident

Goal: To the extent possible, return to normal operations
Objective 1: Review incident
Objective 2: Document findings and implement changes

WHO IS RESPONSIBLE	COURSE OF ACTION
	Conduct a post incident review with key partners
	Review and revise plan as necessary

Hazard-, Threat-, Incident- Specific Annexes

**INSERT ORGANIZATIONAL
SEAL HERE
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"CHANGE IMAGE")**

Severe Weather

Purpose

Severe weather can occur with or without warning and can have devastating impacts. Severe weather can include tornadoes, flood, thunderstorms, and lightning. The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of a severe weather event.

Scope

The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to severe weather incidents.

BEFORE Severe Weather

Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop a Severe Weather Plan
Objective 2: Train and drill on the plan
Objective 3: Communicate with necessary parties

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop a Severe Weather Plan		
	Have a structural review of the properties completed by a qualified professional		
	Remove any dead or rotting tree limbs that might fall		
	Identify shelter-in-place locations		
	Ensure new staff are aware of shelter-in-place locations and severe weather procedures		
	Conduct training and drills of the plan	Annually	Revise plan as necessary based on findings from trainings and drills

Severe Weather

INSERT ORGANIZATIONAL
SEAL HERE
(RIGHT CLICK AND SELECT
"CHANGE IMAGE")

	Monitor weather reports and send out notifications to key partners as necessary		
	If severe weather is imminent, bring in any unsecured items from outside		

DURING Severe Weather

Goal: Maximize the safety of all occupants
Objective 1: Monitor weather reports and communicate with occupants
Objective 2: Determine appropriate course of action

WHO IS RESPONSIBLE	COURSE OF ACTION
	Monitor weather reports and provide situational updates based on reports
	If necessary, activate the Evacuation Procedure. See Evacuation Procedure Annex and Plan
	If necessary, activate the Shelter-in-Place Procedure. See Shelter-in-Place Procedure Annex and Plan.
	If necessary, call 9-1-1 for assistance

AFTER Severe Weather

Goal: To the extent possible, resume normal operations
Objective 1: Have facility assessed for damage
Objective 2: Activate Recovery Procedure
Objective 3: Provide access to mental health services
Objective 4: Review and revise the plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	If shelter-in-place was required, announce that it has ended
	Assess the facility for damage and have public safety officials determine if it is safe to return
	Activate Recovery Procedure. See Recovery Procedure Annex and Plan
	Conduct a post incident review and revise the plan based on the findings

Earthquake

Purpose
Organization Name is located in an area that, according the U.S. Geological Survey, has a high probability of experiencing an earthquake. Earthquakes are a serious threat and can strike without warning. The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of an earthquake event.

Scope
The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to earthquake incidents.

BEFORE an Earthquake
Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop Earthquake Plan
Objective 2: Train on earthquake response
Objective 3: Implement mitigation measures

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop an Earthquake Plan		
	If necessary, develop earthquake specific evacuation routes		Produce evacuation route map
	Have "Drop, Cover, and Hold On" posters printed and displayed throughout the facility		
	Conduct a walkthrough of the facility and determine if any structural or nonstructural mitigation strategies can be employed		Identify any deficiencies and correct
	Ensure any new staff is trained on what to do during an earthquake		
	Conduct annual training		

Earthquake

DURING an Earthquake

Goal: Maximize the safety of all occupants
Objective 1: During shaking, take immediate protective measures
Objective 2: After shaking stops, safely evacuate
Objective 3: Account for all occupants

WHO IS RESPONSIBLE	COURSE OF ACTION
	Instruct all occupants to "Drop, Cover, and Hold On"
	If outside when an earthquake occurs, stay outside and move to a clear area. Instruct others to "Drop, Cover, and Hold On"
	Once the shaking stops and it is safe to do, activate the Evacuation Procedure and Plan
	If an aftershock occurs while you are exiting, Drop, Cover, and Hold On until the shaking stops
	Account for occupants
	Provide for immediate and short-term medical, physical, and emotional needs

AFTER an Earthquake

Goal: To the extent possible, resume normal operations
Objective 1: Communicate with key partners
Objective 2: Provide access to mental health services
Objective 3: Assess the facility for damage
Objective 4: Review and revise plans

WHO IS RESPONSIBLE	COURSE OF ACTION
	Hold a meeting with key partners
	Provide mental health services to affected individuals or direct them to appropriate organizations who provide the service
	Assess the facility for damage and have public safety officials determine if it's safe for return
	Activate Recovery Procedure. See Recovery Procedure Annex and Plan
	Conduct a post incident review and revise plan as necessary

Fire

Purpose

Organization Name is at risk for a major fire incident that could significantly impact the health, safety, and property of those living in the county. The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of fire.

Scope

The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to fire incidents.

BEFORE a Fire

Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop a Fire Plan
Objective 2: Train on fire response
Objective 3: Implement mitigation efforts

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop a Fire Plan		
	Identify an assembly location		
	Develop fire specific evacuation routes		Have fire evacuation route maps developed and displayed throughout the facility
	Invite the local fire department to walkthrough your facility and conduct an inspection		Make changes based on fire departments recommendations
	Test fire alarms monthly and replace batteries twice a year		
	Coordinate with local response partners and train and/or drill on the Fire Plan as required by local, State, and Federal Regulations		Revise Fire Plan based on findings from trainings and/or drills

Fire

DURING a Fire

Goal: Ensure safety of all occupants
Objective 1: Evacuate the building
Objective 2: Communicate with local response partners
Objective 3: Account for all occupants

WHO IS RESPONSIBLE	COURSE OF ACTION
	Activate Evacuation Procedure. See Evacuation Procedure Annex and Plan
	When safely evacuated from the building, notify local response partners of the incident
	Conduct a roll call of all building occupants
	Provide for immediate and short-term medical, physical, and emotional needs

AFTER a Fire

Goal: To the extent possible, resume normal operations
Objective 1: Communicate with key partners
Objective 2: Provide access to mental health services
Objective 3: Assess the facility for damage
Objective 4: Review and revise plans

WHO IS RESPONSIBLE	COURSE OF ACTION
	Hold a meeting with key partners to discuss the incident
	Provide mental health services to affected individuals or direct them to appropriate organizations who provide the service
	Assess the facility for damage and have public safety officials determine if it's safe for return
	Activate Recovery Procedure. See Recovery Procedure Annex and Plan
	Conduct a post incident review and revise plan as necessary

Hazardous Material Incident

Purpose
Hazardous materials are used for a variety of purposes and are regularly transported through many areas in and around Organization Jurisdiction. Currently, List All Hazardous Materials Listed on Site are all used and stored on organization grounds. The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of a hazardous material incident.

Scope
The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to hazardous material incidents.

BEFORE a Hazardous Material Incident
Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop a Hazardous Material Plan
Objective 2: Train on hazardous material response
Objective 3: Implement mitigation efforts

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop a Hazardous Material Plan		
	Ensure early collaboration with local emergency response partners		
	Develop a training program and train and drill on hazardous material incidents		Update plan as necessary based on findings from trainings and drills
	Invite subject matter experts to tour the facility and give recommendations on mitigation strategies		Implement suggested mitigation strategies

Hazardous Material Incident

DURING a Hazardous Material Incident

Goal: Maximize the safety of all occupants
Objective 1: Determine the best course of action
Objective 2: Communicate with local response partners
Objective 3: Account for all occupants

WHO IS RESPONSIBLE	COURSE OF ACTION
	Activate Evacuation Procedure, if necessary. See Evacuation Procedure Annex and Plan
	If told to evacuate, instruct others to hold their breaths or cover their mouth as they are evacuating
	When safely evacuated from the building and/or property, notify local response partners of the incident
	Activate Shelter-in-Place Procedure, if necessary. See Shelter-in-Place Procedure Annex and Plan.
	If told to shelter-in-place, take refuge in a small room with as few windows as possible, close windows and doors, seal all gaps, and turn off ventilation systems if possible
	Conduct a roll call of all building occupants
	Provide for immediate and short-term medical, physical, and emotional needs

Hazardous Material Incident

AFTER a Hazardous Material Incident

Goal: To the extent possible, resume normal operations
Objective 1: Communicate with key partners
Objective 2: Provide access to mental health services
Objective 3: Assess the facility
Objective 4: Review and revise plans

WHO IS RESPONSIBLE	COURSE OF ACTION
	Hold a briefing with key partners to discuss the incident
	Provide mental health services to affected individuals or direct them to appropriate organizations who provide the service
	Assess the facility and have public safety officials determine if it's safe for return and/or advise of necessary remediation efforts
	Activate Recovery Procedure. See Recovery Procedure Annex and Plan
	Conduct a post incident review and review and revise plan as necessary

Active Threat

Purpose

Active threat incidents are on the rise globally. Unfortunately, Jewish facilities such as Organization Name are a major target for a variety of threats including, but not limited to, active shooters, vehicular attacks, and knife attacks. The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of an active threat.

Scope

The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to an active threat incident.

BEFORE an Active Threat Incident

Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop policies and procedures for active threat incidents
Objective 2: Develop a training program

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee and develop an Active Threat Plan		
	Ask local law enforcement and other response partners to assist in the development of an Active Threat Plan		
	Offer and encourage staff and community members to attend active threat training		
	Offer and encourage staff and community members to attend Stop the Bleed Training		
	Purchase Stop the Bleed kits for your facility		
	Pre-identify and secure MOUs with mental health providers		

	Coordinate with local law enforcement and response partners to conduct active threat training and drills		Based on the findings of any training or drills, revise the Active Threat Plan

DURING an Active Threat Incident

Goal: Minimize causalities and fatalities

Objective 1: Ensure the safety of yourself and call for emergency assistance when safe to do so

Objective 2: Render self-aid and aid to others ONLY WHEN SAFE TO DO SO

WHO IS RESPONSIBLE	COURSE OF ACTION
	Call 9-1-1
	Follow the "Run. Hide. Fight." guidance
	If safe to do so, activate the Evacuation Procedure. See Evacuation Procedure Annex and Plan
	If unable to evacuate safely, activate the Lockdown Procedure. See Lockdown Procedure Annex and Plan.
	If injured, render self-aid
	If you notice others are inured, render aid to them ONLY WHEN SAFE TO DO SO

Active Threat

AFTER an Active Threat Incident
Goal: To the extent possible, return to normal operations
Objective 1: Account for all occupants
Objective 2: Maximize the safety and mental well-being of occupants
Objective 3: Communicate with key stakeholders
Objective 4: Review and revise plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Take a roll call of all occupants
	Provide access to mental health providers to all those that are affected
	Conduct an after-incident meeting with key internal and external partners
	Develop messaging about the incident and disseminate to both staff and the general public
	Determine when to reopen and activate the Recovery Plan. See Recovery Procedure Annex and Plan
	Review the incident response with key partners and revise the plan

Infectious Disease Outbreak

Purpose

Infectious diseases, especially those caused by novel agents, have the potential to have drastic societal impacts. During an infectious disease outbreak Organization Name's main goals will be to limit the number of illnesses and deaths, maintain organization functions, minimize disruptions, and minimize economic losses. The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of an infectious disease outbreak.

Scope

The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to an infectious disease outbreak.

BEFORE an Infectious Disease Outbreak

Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop an Infectious Disease Outbreak Plan
Objective 2: Ensure the organization can either continue to operate or reopen
Objective 3: Pre-identify and secure resources

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee to develop an Infectious Disease Outbreak Plan		
	Invite your local health department to be part of your planning efforts		
	Identify measures your organization may need to implement such as social distancing and develop procedures		
	Ensure your organization has a Continuity of Operations Plan		
	Identify essential staff that would be required to keep the organization running		

	Identify the resources necessary to telework if required		
	Work with Human Resources to develop any necessary procedures for teleworking		
	Develop a Recovery Plan. See Recovery Procedure Annex and Plan.		
	Host or attend trainings and/or exercises related to infectious disease outbreaks		Update plan(s) based on trainings and/or exercises
	Work with your local health department to determine what supplies should be procured in case of an infectious disease outbreak		Procure items and create an emergency kit

DURING an Infectious Disease Outbreak

Goal: Ensure the safety of all community members
Objective 1: Follow suggested guidelines from local health officials
Objective 2: Communicate with community members

WHO IS RESPONSIBLE	COURSE OF ACTION
	Activate Infectious Disease Plan
	If the facility remains open, ensure that it is properly cleaned and sanitized regularly
	If necessary, ensure organization staff and occupants have access to personal protective equipment such masks and gloves.
	If required, implement social distancing procedures
	Continuously provide situation updates to relevant parties

	Monitor the media for updated guidance for local health and government officials
	Continue to implement and revise procedures based on official guidance
	Activate Continuity of Operations Plan

AFTER an Infectious Disease Outbreak

Goal: Resume normal operations
Objective 1: Ensure facility is ready to be reopened
Objective 2: Communicate with relevant stakeholders reopening plans
Objective 3: Review and revise plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Activate Recovery Procedures. See Recovery Procedures Annex and Plan
	If your organization was closed, determine when it is best to reopen
	Communicate with necessary parties regarding the reopening of the organization and expected timelines
	Complete any remediation efforts such as disinfection
	If certain conditions such as social distancing still apply, determine how you will enact them at your organization
	Prepare your organization for a potential second wave
	Review incident response and revise plan as necessary

Bomb/Suspicious Package

Purpose
Jewish facilities are often targeted by criminals that are motivated by anti-Semitic ideologies. One way these criminals seek to attack these facilities is through bomb threats. Additionally, they may place actual or mock explosive devices on the organization campus or send suspicious packages. The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of a bomb/suspicious package incident.

Scope
The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to a bomb/suspicious package incident.

BEFORE a Bomb/Suspicious Package Incident
Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop a Bomb/Suspicious Package Plan
Objective 2: Conduct bomb/suspicious package drills and trainings
Objective 3: Implement mitigation efforts

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee to develop a Bomb/Suspicious Package Plan		
	Train all staff on procedures and protocols for bombs/suspicious packages		
	Have suspicious package posters printed and hung in areas where packages are received		
	Ensure Bomb Threat Reporting Form is next to all phones		
	Invite local response partners to tour your facility and give suggestions on mitigation strategies		Implement mitigation strategies

Bomb/Suspicious Package

DURING a Bomb/Suspicious Package Incident
Goal: Maximize the safety of all community members
Objective 1: Notify local response partners
Objective 2: Consider evacuating the facility

WHO IS RESPONSIBLE	COURSE OF ACTION
	If a threat is received via phone, fill out the Bomb Threat Report Form
	If a suspicious package is found received, DO NOT TOUCH OR MOVE
	Call 9-1-1 and notify local response partners
	If required, activate Evacuation Procedure. See Evacuation Procedure Annex and Plan

AFTER a Bomb/Suspicious Package Incident
Goal: Resume normal operations
Objective 1: Ensure facility is safe to reoccupy or reopen
Objective 2: Review and revise plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Have facility inspected by public safety officials to determine if it is safe to return
	If repairs are necessary, have them completed by a qualified contractor
	Activate Recovery Procedures. See Recovery Procedures Annex
	Review incident response and revise plan as necessary

Protest

Purpose
The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization property in case of Protest.

Scope
The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to a Protest incident.

BEFORE Protest
Goal: Implement strategies to lessen the impact and loss of life
Objective 1: Develop a Protest Plan
Objective 2: Conduct trainings and drills

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a planning committee to develop a Protest Plan		
	Conduct trainings and drills on the plan		Revise plan as necessary based on findings from the trainings and drills

DURING Protest
Goal: Maximize the safety of all community members
Objective 1: Communicate with relevant parties
Objective 2: Activate Lockout Procedure
Objective 3: Activate Shelter-in-Place Procedure

WHO IS RESPONSIBLE	COURSE OF ACTION
	Activate Lockout Procedure. See Lockout Procedure Annex and Plan
	Activate Shelter-in-Place Procedure. See Shelter-in-Place Procedure Annex and Plan
	Call 9-1-1 and notify local response partners
	Communicate with occupants to provide situation awareness

	Communicate with members that are not at the facility, but are expected to be and advise them to either take alternate routes or avoid the facility
	Conduct a roll call of all occupants

AFTER Protest

Goal: Resume normal operations
Objective 1: End Lockout and Shelter-in-Place Procedures
Objective 2: Account for all occupants
Objective 3: Have the facility assessed for damage
Objective 4: Review and revise plan

WHO IS RESPONSIBLE	COURSE OF ACTION
	Announce "all clear" and end Lockout and Shelter-in-Place Procedures
	Conduct a roll call and account for all occupants
	If the facility was damaged during the protest, have the building assessed and make any necessary repairs

Cyber Incident

Purpose

The purpose of this annex is to ensure that there are procedures in place to protect staff/members and organization infrastructure in case of a cyber incident.

Scope

The annex outlines additional responsibilities and duties as well as procedures for staff as it relates to a cyber incident.

BEFORE Cyber Threat

Goal: Develop a Cyber Security Plan
Objective 1: Assess your cyber vulnerability
Objective 2: Implement cyber security measures

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
	Form a committee and develop a Cyber Security Plan		
	Discuss with either internal IT staff or a qualified external IT contractor about measures to protect your organization from cyber threats		
	Keep your firewall turned on and updated		
	Install or update antivirus/antispyware software		
	Use strong, unique passwords, and change on a regular basis		
	Install all updates for your operating system and any software		
	Turn off computers when you are not using them		

Cyber Incident

	Always verify the source of emails and delete if you're unsure		
	Be suspicious of emails from known sources that have strange links, misspellings, or odd language		
	Regularly backup important data		

DURING Cyber Threat

Goal: Lessen the impact of the cyber incident
Objective 1: If possible, preserve vital documents
Objective 2: Notify the appropriate authorities

WHO IS RESPONSIBLE	COURSE OF ACTION
	Unplug your affected device from the network
	Take a screenshot of any suspected or confirmed attacks
	Contact IT about any suspected or confirmed attacks on your device and provide any screenshots
	If there is a loss of any financial, personal, or medical information, contact local law enforcement to file a police report

Cyber Incident

AFTER Cyber Threat

Goal: Recover from the cyber incident
Objective 1: Communicate with any person that may be affected by the attack
Objective 2: Coordinate with IT to remediate any issues

WHO IS RESPONSIBLE	COURSE OF ACTION
	Notify anyone that could be adversely affected by the incident
	Change all passwords
	Contact internal or external IT support to discuss remediation efforts
	Run appropriate scans to remove any infections
	Monitor banking accounts and credit card activity for suspicious activity

Emergency Response Guide Template Annex

INSERT ORGANIZATIONAL
SEAL HERE
(RIGHT CLICK AND SELECT
"CHANGE IMAGE")

**INSERT ORGANIZATIONAL
SEAL HERE
(RIGHT CLICK AND SELECT
"CHANGE IMAGE")**

Insert Organization Name
Insert Organization Address
Emergency Response Guide

POLICE – FIRE – MEDICAL
DIAL 9-1-1

(Not necessary to dial 9 for outside line)

THEN DIAL EXT. ### (or ###-###-####)
TO INFORM FACILITIES/GUEST SERVICES
WHERE YOU ARE AND WHY YOU CALLED 911

DO NOT FILE - KEEP AVAILABLE
CONFIDENTIAL – KEEP SECURED

Rev. MM-DD-YYYY

Organization Chain of Command

In the event of an emergency, the highest person on the list below, _**WHO IS ON-SITE**_, will act as the **Incident Commander (IC)**. In the event no one on the list below is on site, begin calling down the list, starting with the first person listed. If the first person is not available by phone, continue in order down the list until you connect and talk with someone, and that person will become the Incident Commander, until someone on the chain of command arrives on site. Please be prepared to let the individual you reach by phone know who is on site, as they may appoint an on-site temporary Incident Commander. Each situation is unique, and this system will provide the framework to allow us to communicate quickly and effectively.

1. Insert Name, Executive Director – ###-###-####
2. Insert Name, CFO – ###-###-####
3. Insert Name, Assistant Executive Director – ###-###-####
4. Insert Name, Insert Position– ###-###-####
5. Insert Name, Insert Position– ###-###-####

In the event communication needs to reach staff not currently on-site, the SCN Alert System, or organizations internal emergency notification system may be activated.

Please note: The Executive Director, his/her designee, or the Board Presidents will handle all media relations. If the media is requesting information, get their name and phone number and let them know they will be contacted by the aforementioned.

INTRODUCTION - EMERGENCY PREPAREDNESS

Emergencies, accidents, injuries, crimes and natural disasters can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual, as well as an organizational responsibility. This Emergency Response Guide flipchart has been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs and keep this flipchart available in your office or work area for immediate reference. _**DO NOT FILE THIS DOCUMENT- KEEP IT AVAILABLE BUT SECURE AS IT CONTAINS CONFIDENTIAL INFORMATION!**_ If you have questions concerning a unique situation not covered in the Guide or need additional emergency information, please contact the Director or their designee.

PROACTIVE STEPS YOU CAN DO NOW TO PREPARE

- Take Stop the Bleed, First Aid, CPR and self-defense training classes.
- Keep emergency supplies (in a backpack) in your work area or car (family emergency plan, contact numbers, medications, flashlight, walking shoes, bottled water, snacks, portable radio, disposable and work gloves, dust mask, hygiene and clothing items, first aid kit).
- Become familiar with the quickest exit routes.
- Locate the nearest fire extinguisher and fire alarm pull station.
- LOCK all windows and exterior doors when leaving a room. NEVER PROP OPEN AN EXTERIOR DOOR AND LEAVE IT UNATTENDED.
- Approach and question anyone who seems out of place, or request assistance if uncomfortable contacting by yourself. Escort them to the Office or Guest Services Desk.

Flooding and Water Leaks

A broken water main inside or outside the building or a serious roof leak could create a danger in the building or on campus.

1. If you discover a water emergency, notify your supervisor and Facility/Guest Services Desk (EXT. ###) and wait for further instructions from your supervisor.
2. You may need to call the City or County Water Department, at ###-###-####, for shutdown, or 911 for the Fire Department.
3. Secure vital equipment, records, and chemicals (move to higher, safer ground). Shut off all electrical equipment. **DANGER: Think smart! If it's too dangerous to shut down electrical equipment—DON'T!!!**
4. Do not return to your work area until you have been instructed to do so by the administration.

Earthquake

IF INDOORS:

1. STAY THERE!!! Do not run outside. (DO NOT USE ELEVATORS.)
2. DROP, COVER, and HOLD! Take cover underneath a desk or table and hold on. If you cannot get under anything, get to an inside wall, crouch on the floor and cross your arms over the back of your neck for protection.
3. Stay away from windows and objects that could fall on you

IF OUTSIDE:

1. Run to an area away from trees, buildings, walls, and power lines.
2. Drop to your knees and crouch and cross your arms over the back of your neck for protection.
3. Stay in that position until the shaking stops

AFTER SHAKING STOPS:

1. Be prepared for aftershocks.
2. Do not use land line or cellular phones EXCEPT to report serious injuries.
3. Tune portable radios to an Emergency Broadcast Station (EBS) and follow the instructions given.
4. If personnel are instructed to evacuate, see "Evacuation" section of this guide.
5. Do not enter any building that is deemed or looks unsafe

Evacuation

In advance of an emergency, determine the nearest exit and the best route to follow.

If time permits during an evacuation, secure your workplace and take personal items.

WALK – DO NOT RUN.

1. Do not use elevators. If the fire alarm sounds, the elevator will return to the floor where the alarm was NOT pulled. After that, it will no longer operate.
2. If it is safe to do so, assist a person with special needs as indicated by that person.
3. Gather outside at the designated assembly area, Insert Specific Location. The Incident Commander (see "Incident Commander" on the first page of this document) will take charge and coordinate the process for attendance for staff and guests.
4. If you cannot return into the building, wait for instructions from the Incident Commander.
5. The Incident Commander may decide to relocate persons to and alternate location, per a pre-arranged evacuation plan. Primary relocation site is, Insert Specific Location. Secondary relocation site is, Insert Specific Location.

EVACUATION BARRIERS:

In some instances, it is safer to remain "in place" than it is to attempt to leave the building, e.g. smoke or fire is immediately outside your room, live electrical wire bars access to the exit.

1. If the hazard is fire, see "Fire" section of this guide.
2. Call 9-1-1 and tell them that you are unable to evacuate and why. Follow directions of the 9-1-1 operator.

Personal Threat, Assault, or Civil Disturbance

Personal threat or assault is behavior by another person that you deem threatening or harmful to you.

Stalking:
1. Seek the safety of others.
2. Do not confront the stalker.
3. Note physical characteristics and other identifiers and **call 9-1-1** for police and our administration.

Assault:
1. **Call 9-1-1**, then EXT. ### to tell Facility/Guest Services Desk that 911 has been called and why.
2. Remain with the victim until emergency assistance arrives, provided it is safe to do so.
3. Give first aid if necessary.

Relationship (Domestic) Violence:
1. **Call 9-1-1** if there is a medical emergency or immediate threat. Then call EXT. ### to tell the Facility /Guest Services Desk that 911 has been called and why.
2. If there is no immediate threat report incident to police, and support may be found at the National Domestic Violence Hotline: 1-800-799-SAFE (7233).

Civil Disturbance:
Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

1. Notify your supervisor and await instructions.
2. **Call 9-1-1**
3. Avoid the area of disturbance and provoking or obstructing demonstrators.
4. If the disturbance is outside, stay away from doors and windows. STAY INSIDE!!
5. Implement Lock-Out Procedures, secure your area (lock doors, files, vital records, and expensive equipment).
6. Continue with normal routines as much as possible.
7. Prepare for evacuation or relocation.

Hazardous Materials Incident

ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO RESPOND TO HAZARDOUS MATERIALS INCIDENTS!!!

IN CASE OF A MAJOR HAZARDOUS SPILL:

1. **CALL 911 IMMEDIATELY.**
2. **THEN CALL EXT. ### TO ALERT THE FACILITY/GUEST SERVICES DESK THAT YOU HAVE CALLED 911 AND WHY AND PROVIDE INFORMATION REGARDING THE SPILL (INJURIES, TYPE OF CHEMICALS, FLAMMABILITY OR SUBSTANCE, ETC.).**
3. Immediately evacuate the area, closing doors behind you. **(REMEMEBER-UP HILL, UP WIND, UP STREAM)**
4. Do not attempt to clean up the spill yourself.
5. Provide emergency responders with appropriate Safety Data Sheet Binders (located at the Insert Name Facility/Guest Services Desk and Insert Alternative Named Office, and other pertinent information.

FOR A MINOR SPILL OR LEAK:

Employees must be trained in the safe use of chemicals and chemical waste management prior to cleaning up minor spills.

1. Attempt to contain the spill - DO NOT ALLOW ANYTHING TO LEAK INTO DRAINS!
2. Wear personal protective equipment while cleaning up.
3. Notify your supervisor.

Missing Child/Vulnerable Person Procedures

1. If a child/person is realized as missing, immediately call **Emergency Extension ### (number is also ###-###-####)**, the emergency phone at the Facility/Guest Service Desk. Give as many details as you can to Facility/Guest Services Desk:

   – Child/Persons Name
   – What group the child/person was with
   – Description (age, height, etc.)
   – What the child/person was wearing
   – Where the child/person was last seen
   – Why the child/person may have left the group
   – If child/person possesses mobile phone and the number

2. Facility/Guest Services Desk will make this an urgent priority and will immediately inform the Administration and **security officer (if available at location).**

3. Facility/Guest Services Desk (F/GSD) will make an all-building public address system announcement saying, *"All available staff, please come to the Facility/Guest Services Desk."* Staff members will report to the location **with their mobile phones for communication**.

4. Staff reporting to F/GSD:

   – Will be sent to the Insert Organization Name entrances to make sure no one leaves with a child/person of that description without showing i.d. and verifying permission to take the child/person. The guard will be told to do the same at the main entrance.
   – Other staff reporting to the GSD will begin to search the campus by specific areas. The most senior staff available will give the search orders.

5. If staff reported the child/person missing, that staff member will remain in the last place where the child/person was seen until the child/person is located or as directed otherwise by an administrator.

6. When the child/person is located, staff will call the Facility/Guest Services Desk.

7. The child/person will be taken back to his/her group.

8. If the child/person is not located after the campus search the most senior administrator will call 911 and the child/persons guardian.

Utility Failures

GAS EMERGENCY

If you suspect a gas leak call EXT. ### to report it to the Facility/Guest Services Desk. F/GSD will call 911 (Insert Utility Name: ###-###-####).

DO NOT turn on or shut off anything *ELECTRICAL* if a gas leak is suspected.

TO TURN OFF GAS: must be done at Insert Shutoff Location, valve(s) may require a wrench to turn:

- **Insert Additional Information About Gas Shut Off Valve**
- **Insert Additional Information About Gas Shut Off Valve**
- Consider inserting photo of valve

1. Remain calm and follow instructions from your supervisor for immediate action.
2. Provide natural ventilation by opening all windows and/or doors.
3. If evacuation of the building is required, see "Evacuation" section of this guide.

ELECTRIC OUTAGE

The organization (does, or does not) have an emergency generator that will provide power. Battery-operated, emergency lights will come on in the hallways. Because of the nature of the electrical system on site, it is possible that only some portions of the building will lose power during an outage (Adjust verbiage depending on organization/campus).

1. Report any power outage to the Facility/Guest Services Desk, dial ###. Facility/Guest Services Desk will notify the administration and the Facility Maintenance Manager, who will contact Insert Electric Utility Name: ###-###-####.
2. Do not light candles or other type of flammable devices for lighting. Keep flashlights and batteries in key locations throughout all work areas.
3. During an electrical failure, turn off all electrical equipment (including computers) and turn off light switches.

ELEVATOR FAILURE

If someone is trapped in the elevator:

1. If the person presses the button with the "bell" symbol it will cause a loud ringing, which should alert persons in the vicinity of the elevator.
2. Outside the elevator, on the wall next to it is an intercom which can be used to talk to the person inside the elevator, *as long as electricity is available.* Tell passenger to stay calm and that you are getting help. Stay near the passenger until police or other assistance arrives, provided it is safe to stay in the building.
3. Notify Facility/Guest Services Desk of the emergency situation so they will have information for emergency responders. Insert Name of Elevator Co. Emergency No.: ###-###-####.
4. If the person in the elevator presses the button with the phone symbol, they will automatically be connected with Insert Name of Elevator Co. (which services Insert Name of brand elevators) and can report the malfunction, *if the phone lines are not*

Fire

FIRE ALARM PULL STATIONS ARE LOCATED AT ALL Insert Location. KNOW THE LOCATION OF THE CLOSEST FIRE EXTINGUISHER.

IF YOU DISCOVER A FIRE:

1. Immediately WALK to the nearest exit, closing doors behind you, and activate the fire alarm located nearest the exit door.
2. **NOTIFY F/GSD (EXT. ### OR ###-###-####) OR ADMINISTRATION ASAP THAT YOU PULLED THE ALARM AND WHY. PRECIOUS TIME MAY BE WASTED WHEN FIRE RESPONDERS ARRIVE AND DON'T KNOW WHERE THE FIRE IS!!!**
3. **DO NOT USE THE ELEVATOR!!!** If the fire alarm sounds, the elevator will return to the floor where the alarm was NOT pulled. After that, it will no longer operate.
4. Assist persons with special needs, if it is safe to do so.
5. Gather outside at the designated or alternate assembly area.
6. Notify fire responders if you know or suspect someone is trapped inside the building.
7. Do not attempt to re-enter the building, until instructed to do so by the Incident Commander.

IF TRAPPED IN A ROOM:

1. Call 911 and tell the operator you are trapped.
2. Wet and stuff cloth material around or under the door to prevent smoke from entering the room.
3. Close as many doors as possible between you and the fire.
4. Signal to someone outside, but DO NOT BREAK GLASS until absolutely necessary. (Outside smoke may be drawn into the room.)

IF CAUGHT IN SMOKE:

1. Drop to hands and knees and crawl towards exit. Stay low as smoke will rise to ceiling level.
2. Breathe shallowly through nose and use a filter such as a shirt or towel.
3. If low light, or no light consider using mobile phone flashlight feature for illumination.

USING A FIRE EXTINGUISHER:

If it is safe to do so, you may fight small fires with a fire extinguisher.

FIRE EXTINGUISHER INSTRUCTIONS

Pull safety pin from handle.

Aim at base of fire.

Squeeze the trigger handle.

Sweep from side to side at base of fire.

Suspicious or Unattended Packages

⊗ **DO NOT BRING ELECTRONIC ITEMS OR PACKAGES FOUND OUTDOORS INTO THE BUILDING**

IF UNATTENDED OR SUSPICIOUS ITEM IS FOUND:

1. CALL EXT. ### TO INFORM THE FACILITY/GUEST SERVICES DESK.
2. FACILITY/GUEST SERVICES DESK WILL INFORM ADMINISTRATION AND SECURITY SERVICES (IF AVAILABLE AT LOCATION).
3. STAFF WILL CHECK IMMEDIATE AREA FOR AN OWNER.
4. A CHAIR WITH A "DO NOT DISTURB" SIGN WILL BE PLACED NEXT TO THE ITEM.
5. F/GSD WILL USE P.A. SYSTEM TO ASK FOR OWNER
6. IF NO ONE RESPONDS, F/GSD WILL CALL 911

SUSPICIOUS UNOPENED LETTER:

1. Place envelope in a plastic bag
2. Wash hands with soap and water

SOME CHARACTERISTICS OF SUSPICIOUS MAIL:

- Excessive postage
- No return address or our own address as the return address
- Mailed from a foreign country
- Handwritten or poorly typed address
- Incorrect titles or title but no name
- Misspellings of common words
- City/State in postmark not matching return address
- Restrictive endorsements (e.g. "Personal," "Confidential")
- Oily stains, discoloration, odor
- Excessive tape, string, etc.
- Excessive weight or bulk
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Unusual sounds coming from package

ENVELOPE OR PACKAGE WITH POWDER OR POWDER SPILLS OUT ONTO A SURFACE:

1. DO NOT clean powder up. Keep others away.
2. Wash hands with soap and water.
3. DO NOT brush off clothes.
4. REMOVE clothing and place in a plastic bag as soon as possible. DO NOT use bleach or disinfectant.
5. SHOWER with soap and water as soon as possible.
6. Put on fresh, uncontaminated clothing.
7. Make a list of all those people who had contact with the powder and give it to the local public health authorities. They must be instructed to watch for fever or other symptoms over the next couple of days.

Bomb Threat

1. **DO NOT HANG UP EVEN WHEN THE CALLER DOES!** Remain calm! Write down the caller's number from the phone display and the time. Record the call if possible (State law dependent - legal in State of Oregon), by:

    *   As the call is in progress, use available programs for recording, if available, on the staff computer.

    OR

    *   Put the call on speaker and record the call with your cell phone.

2. Keep the caller on the phone as long as possible--ask a lot of questions, using the checklist below as a guide. **WHEN THE CALLER HANGS UP—DO NOT HANG UP YOUR PHONE. This may help the police trace the call.**

3. If possible, do something to get another person's attention (throw something, make a noise) and show them the "Bomb Threat Call 911" placard on the back of this sheet. Have the other person call 9-1-1 <u>on a different building phone</u>—*not on a cell phone*, or call 9-1-1 yourself immediately after the caller hangs up **FROM ANOTHER PHONE.**

4. Call EXT. ### or ###-###-#### **FROM ANOTHER PHONE** to inform Facility/Guest Services   Desk that you have called 911 and why.

TURN OFF POWER TO cell phones and walkie-talkies (portable and stationary radios).

⊗ **DO NOT** evacuate the building until our campus INCIDENT COMMANDER (See Chain of Command, first page of this document) evaluates the threat. This decision may be made <u>after</u> the police arrive.

⊗ **DO NOT** use the fire alarm or "panic button."

⊗ **DO NOT** touch or disturb any suspicious packages.

BOMB THREAT CHECKLIST. ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your name? Address?
8. Exact wording of threat.

Bomb Threat

CALLER'S VOICE:

Foul	Irrational	Incoherent	Recorded	Stutter	Clearing Throat
Calm	Normal	Slow	Raspy	Loud	Angry
Excited	Rapid	Deep	Soft	Laughing	Nasal
Disguised	Crying	Accent	Slurred	Lisp	Familiar

IF KNOWN:

Name of caller: _____

Number from which call originated: _____

Male/Female: _____

Race: _____

Approx. Age: _____

Number at which call was received: _____

Time: _____   Date: _____

BACKGROUND NOISES:

Sound of Voice Modified	Street Noises	Machinery	Animal Noises	Other Voices
PA System	Static	Music	Motor	Phones

Medical Emergencies

All personnel are encouraged to learn first aid and CPR (cardio-pulmonary resuscitation). The following are basic reminders for those who are trained in first aid and CPR. Never treat a person beyond your capabilities and ask the person if you can help them.

- **DON'T SECOND GUESS—ALWAYS CALL 9-1-1, then call EXT. ### (or ###-###-####) to let Facility/Guest Services Desk know you have called 911 and why. Precious time may be lost if medical responders arrive and don't know where to go.**
- **Always check the scene to make sure you are not putting yourself in danger. Do what is necessary to move yourself and the other person to safety.**

CARDIAC EMERGENCY (HEART ATTACK):
1. **Call 9-1-1** and EXT. ### (or ###-###-####).
2. Have person rest comfortably; loosen tight clothing.
3. If the person's heart stops, be prepared to administer an AED (Automated External Defibrillator) or start CPR. The AED's are located on the wall, near AED plaque, Insert Locations of AEDs.

UNCONSCIOUS, NOT BREATHING, NO PULSE
NOTE: CPR IS DIFFERENT FOR INFANTS, CHILDREN AND ADULTS

1. **Call 9-1-1** and EXT. ### (or ###-###-####).
2. Have someone get an AED (located near AED plaque, Insert Locations of AEDs). Activate the AED immediately upon its arrival—just open the unit and it will audibly give you instructions.
3. Start CPR:
   - Person should lie flat on his back.
   - Make sure the airway is open: place your hand on the person's forehead and two fingers on their chin and tilt the head back to open the airway.
   - Find the notch where lower ribs meet the breastbone. Place the heel of your hand on the breastbone exactly between the nipples. Place your other hand on top of the first and lock your fingers.
   - Lean forward with your shoulders over your hands, keeping your arms straight.
   - Compress chest down about 2 inches, 30 times using a relatively fast rhythm (100 compressions per minute).
   - Check for pulse at a major pulse point: wrist, neck, groin and breathing.
   - If another person is with you, have him take over CPR to give you a rest when you are tired.

4. Continue CPR as long as victim is not breathing, or you are too exhausted to continue or until medical assistance arrives.

Medical Emergencies

STROKE (BRAIN ATTACK)

1. If a person exhibits any of these signs, **CALL 9-1-1 IMMEDIATELY—TIME LOST IS BRAIN LOST**. **And call *EXT. ### (or ###-###-####).***

THINK F-A-S-T:

- **F**ace: Weakness or numbness on one side of the face—ask person to smile; this will show if there is drooping or weakness on one side of face.
- **A**rm: Weakness or numbness on one side of the body—ask the person to raise both arms to find out if there is weakness in the limb.
- **S**peech: Difficulty speaking or being understood when speaking, slurred speech.
- **T**ime: If person has any of these signs, CALL 911 IMMEDIATELY.

SHOCK:

Shock is a life-threatening condition requiring immediate medical attention. Shock is likely to develop after any serious injury. Signs include: restlessness/irritability; altered level of consciousness; nausea/vomiting; rapid breathing/pulse; pale, cool, moist skin; excessive thirst.

1. **Call 9-1-1** and call EXT. ### (or ###-###-####).
2. Have person lie flat on his back and elevate his legs about 12" higher than the head, as long as back or leg injury is not suspected. Lay an unconscious person on his side to allow the mouth to drain in case of vomiting and to prevent the tongue from blocking the airway.
3. Cover with a blanket or uncover to maintain normal body temperature.
4. Keep the person calm until medical assistance arrives.

SERIOUS BLEEDING:

1. **Call 9-1-1** and call EXT. ### (or ###-###-####).
2. Utilize Stop the Bleed kits with attached instructions
3. Have person sit or lie down.
4. Apply pressure directly onto the wound with sterile gauze, clean cloth, or hand in a sterile glove.
5. If the bleeding is occurring as a result of a penetrating object (blade, piece of glass, etc.) still in place, it should **NOT** be removed; rather, pressure should be applied around it, if possible.
6. Maintain a steady direct pressure.
7. Apply tourniquet if direct pressure is ineffective.
8. If the victim is bleeding from an arm or leg, elevate it.
9. Stay with the victim until medical assistance arrives.

HEAT-RELATED ILLNESS:

1. Get the victim to a cool place.
2. Loosen tight clothing
3. Apply cool, wet cloths to the skin.
4. Fan the victim.
5. If the victim is conscious, give *cool* (not cold) water to sip.
6. 7. **Call 9-1-1** and call EXT. ### (or ###-###-####), if victim refuses water, vomits, or loses consciousness.

Medical Emergencies

CHOKING:
1. **Call 9-1-1** and call EXT. ### (or ###-###-####).
2. Ask the person "Are you choking?" and indicate your intent to perform first aid.
3. Administer up to 5 back blows with the heel of your hand between the shoulder blades.
4. If the blows fail to help, get behind the victim to administer abdominal thrusts. Wrap your arms around the person's waist, just above their navel.
5. Clasp your hands together in a doubled fist. PRESS IN AND UP IN QUICK THRUSTS.
6. Be careful not to exert pressure against the victim's rib cage with forearms.
7. Repeat alternating series of back blows and abdominal thrusts until choking stops.
8. If person becomes unconscious, administer CPR and/or AED until medical assistance arrives.

STATEMENTS ABOUT HARMING SELF:
1. **Call 9-1-1** and call EXT. ### (or ###-###-####), if there is an immediate threat.
2. Remain calm and notify Administration.

BIZARRE/DESTRUCTIVE BEHAVIOR:
1. **Call 9-1-1** and call EXT. ### (or ###-###-####), if there may be an immediate threat.
2. Notify Administration.
3. Remain calm; avoid provoking the individual.

SEVERE EMOTIONAL DISTRESS:
1. Remain calm and notify supervisor.
2. Offer to call for support: family member, friend, or helping professional.
3. **Call 9-1-1** and call EXT. ### (or ###-###-####), if there may be an immediate threat.

Appendix A: Record of Annual Plan Review

Review Date	Changes Made?	Name	Initials

Appendix B: Record of Distribution

This table serves as a record of receipt for the intended recipients of the plan. It is very important to keep accurate and detailed records of who has received this plan for liability and accountability purposes.

Date of Delivery	Number of Copies Delivered	Delivery Method	Name, Title, and Organization of Recipient

Appendix C: Training and Exercise Record

Date	Type (Tabletop, Functional, Full Scale, Training)	Description

Appendix D: Acronyms

AFN	Access and Functional Needs
CDC	Centers for Disease Control and Prevention
DHS	Department of Homeland Security
EMA	Emergency Management Agency
EOP	Emergency Operations Plan
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
LNO	Liaison Officer
MOU	Memorandum of Understanding
MYTEP	Multi-year Training and Exercise Plan
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
PPE	Personal Protective Equipment
SCN	Secure Community Network
SO	Safety Officer

Appendix E: Glossary

Incident	An occurrence, natural or human-caused, that requires a response to protect life or property.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Lockdown	An incident where a threat is identified inside the building requiring the internal lockdown of the organization building.
Lockout	An incident where a threat is identified outside the building requiring all occupants to be brought inside and all external access points secured.
Mitigation	Reduce the loss of life and property by lessening the impact of future disasters
Preparedness	Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive
Prevention	Prevent, avoid or stop an imminent, threatened or actual incident.
Recovery	Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident
Response	Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident
Shelter-in-Place	Finding a safe location indoors and staying there until you are given the "all clear" or are told to evacuate.
Threat	Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
Vulnerability	Characteristics of the organization that could make it more susceptible to the identified threats and hazards.

Appendix F

Building Name Floor Plan

(Insert a floor plan for each organization building. Mark on the floor plan the following: evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, AEDs, hazardous materials storage, and utility shutoffs.)

Appendix G: Agreements and Contracts

(Insert any pre-negotiated agreements, contracts, or MOUs)

Appendix H: Emergency Contacts

Include any contacts you may need during an emergency. Contacts can be both internal and external.

Suggestions:

- Facility 24/7 Contact
- Police
- Fire
- Public Health
- Emergency Management Agency

Internal Contacts				
Name	**Title**	**Phone 1**	**Phone 2**	**Email**

External Contacts				
Name	**Agency/Organization**	**Phone 1**	**Phone 2**	**Email**

Appendix I: Special Considerations

The community which utilizes Organization Name is diverse and as a result, some patrons of the organization are members of vulnerable populations. Members of vulnerable populations are often referred to as having access and functional needs (AFN). Access and functional needs are divided into five categories that are not mutually exclusive. The five categories are as follows:

- Economic Disadvantage
- Language and Literacy
- Medical Issues and Disability (physical, mental, cognitive, or sensory)
- Isolation (cultural, geographic, or social)
- Age

Organization Name is aware of the diversity of the members of its community. As a result, planning efforts have worked to identify and address the unique challenges and needs of these special consideration groups during an emergency situation.

Optional: Organization may choose to insert information regarding the access and functional needs population present at their location(s). Issues to consider include:

- Language barriers of congregant, members, staff.
- Economic situations of impacted families. (i.e., transportation, shelter)
- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent or temporary)
- Medically fragile health (including asthma and severe allergies)

Annex J: Religious Service/Class/ Regular Events Schedule

This section should outline a master schedule of regular organization events. This could include religious services, classes, and regular events. Regular events may also include regular meetings in which the organization is utilized by external groups.

Name of Event	Day of Week	Time	Frequency	Location

Annex K: Resource and Cost Tracking

Resource tracking is a critical component of incident response. Not only are accurate resource records necessary for potential reimbursement, but also allows your organization to determine what resources it has and what additional resources may be necessary. Resources can include both people as well as things. Utilize this annex to track resources utilized during incident response. Below are sample tables that could be utilized to track resources.

Human Resources

Note: Even if the person working is a volunteer, you should still track their hours.

Name	Date Worked	Hours Worked	Hourly Rate	Total Cost
John Smith	*04-01-2020*	*5*	*$25.00*	*$125.00*

Physical Resources

Description of Item	Date	Total Cost
Generator	*04-03-2020*	*$500.00*