

# HANDin HAND



## EMERGENCY PREPAREDNESS

What do earthquakes, floods, hurricanes, wildfire, medical emergencies, personal assaults, terrorism, and tornadoes all have in common? They all require an “Emergency Preparedness Plan” to mitigate losses of lives and property.

When it comes to protecting human lives, the organizational leaders must take responsibility. Each nonprofit should develop an individual emergency management plan that addresses the specific needs of the organization, instead of adopting a prepackaged plan. This plan should not only address the safety of employees and customers, but must also include an efficient strategy to protect property and return to normal business as soon as possible.

In this article, we will review a general outline of what should be contained within an emergency management plan. We will also provide information on resources that give guidance in developing the disaster plan.

### Plan Content

#### Step 1 - Establish a Planning Team

- Form a cross-functional team and establish authority
- Establish a schedule and budget

#### Step 2 - Analyze Capabilities and Hazards

- Review internal plans and policies
- Identify critical products, services, and operations
- Assess internal and external resources and capabilities
- Conduct an insurance review
- List potential emergencies and estimate likelihood
- Assess the potential human, property, and business impact
- Determine planning and resource priorities

#### Step 3 - Develop the Plan

- Outline plan components (i.e., safety, medical services, computer systems, power systems, communications, business continuity, insurance)
- Identify challenges and prioritize activities
- Write the plan
- Coordinate plan with outside organizations
- Maintain contact with other corporate offices
- Review the plan, revise as needed
- Seek final approval and distribute the plan

#### Step 4 - Implement the Plan

- Integrate the plan into company operations
- Conduct training
- Evaluate the plan, modify as needed

### Types of Potential Emergencies

- Fire
- Explosion
- Flood
- Hazardous Chemical Spill
- Tornado
- Earthquake
- Hurricane
- Blizzard
- Power and/or Communication Outage
- Medical Emergencies
- Personal Assault
- Bomb Threats
- Terrorism (explosives, biological, chemical, nuclear attacks)

For more detailed information on each of the steps, the complete text of the Emergency Management Guide for Business and Industry is available [www.cdc.gov/niosh/topics/prepared/pdfs/bizindst.pdf](http://www.cdc.gov/niosh/topics/prepared/pdfs/bizindst.pdf).

...Industry research has shown that there are well over 200 events that can cause a disaster.

Source: *How to Plan for Disaster Recovery and Business Continuity, TAMP DRS*

At least one-fourth of all businesses that close because of a disaster never reopen. Small businesses are especially vulnerable, because few of them have the resources or knowledge to assess disaster risks and develop comprehensive mitigation and recovery plans.

Source: *Institute for Business & Home Safety, www.ibhs.org*

the *Heart of*  
Partnership  
goes Hand in Hand

[www.hsd.gaic.com](http://www.hsd.gaic.com)

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## Plan Content

There are numerous resources available to assist in the development of emergency management plans. The resources listed below offer sample plans, checklists, and methodologies for nonprofit entities to use in developing an emergency management plan.

### [www.ready.gov](http://www.ready.gov)

Ready is a national public service advertising campaign designed to educate and empower Americans to prepare for and respond to emergencies, including natural disasters and potential terrorist attacks.

### [How to Plan for Workplace Emergencies and Evacuations](http://www.osha.gov/Publications/osh3088.html)

<http://www.osha.gov/Publications/osh3088.html>

This booklet provides a generic overview of workplace emergencies and evacuations. The booklet has excellent tips and templates to use in developing your own emergency response plan.

### [The Disaster Mitigation Planning Assistance website](http://matrix.msu.edu/~disaster/)

<http://matrix.msu.edu/~disaster/>

The site allows you to view disaster plans submitted by other libraries and archives as a model for developing your own plan. Resources are available in a database that can be searched geographically, by service, expert, or supply.

### [Crisis Communication Guide & Toolkit](http://www.nea.org/crisis/index.html)

<http://www.nea.org/crisis/index.html>

The National Education Association developed this resource to provide schools with tips, ideas, and examples including suggested action steps and a tool kit.

### [Emergency Preparedness Plan for Substance Abuse and Mental Health clinics](http://www.samsha.gov/csatsdisasterrecovery/preparedness)

[www.samsha.gov/csatsdisasterrecovery/preparedness](http://www.samsha.gov/csatsdisasterrecovery/preparedness)

This is a general guide for substance abuse and mental health clinics, including form templates and hazard vulnerability analysis.

It's essential that the emergency action plan be site specific with respect to emergency conditions evaluated, emergency reporting mechanisms, and alarm systems. Well developed emergency plans and proper training generally result in fewer and less severe injuries and decreased facility damage. Putting together a comprehensive emergency action plan is not difficult. It involves the commitment and support of all to ensure success.

## Where To Find More Information

Visit the Specialty Human Services website at [www.hsd.gaic.com/links](http://www.hsd.gaic.com/links) to identify additional emergency preparedness resources.

**YOUR LOCAL AGENT**

SPECIALTY HUMAN SERVICES  
OFFICE LOCATIONS

49 East 4th Street  
Cincinnati, OH 45202  
800.722.3260

300 South Wacker Drive  
Suite 1200  
Chicago, IL 60606  
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