

# Emergency Response Planning

**Emergency Response Plan Audits** – Conducting comprehensive audits of new facilities or existing emergency response plans (ERP) to analyze risks, identify deficiencies and determine the overall scope and intent of a new or revised site-wide emergency response plan.

**Emergency Response Plan Development** – Developing plans and procedures for managing the initial response for a single building or multi-building campus in the event of an emergency including building system failure, fire, severe weather, natural disasters, security breaches, terrorist acts, workplace violence or other safety-related situations. Typical plans include the following ERP elements:

- **Structure of the emergency response team**
- **Definition of roles and responsibilities**
- **Integration of disciplines – fire, security, safety, building systems**
- **Communications**
- **Coordination with Local Authorities**
- **Media management**

**Evacuation Planning** – Developing plans and procedures to provide for the safe, orderly movement and protection of people in specific types of building occupancies and emergencies as well as procedures for both partial and full building evacuation scenarios.

**Integration with Local Authorities** – Establishing a methodology for integrating the capabilities of local fire, police and safety personnel into the ERP for maximum effectiveness, communications and teamwork during an actual event.

**Fire/Life Safety Manuals** – Preparing site-specific fire/life safety manuals for local fire, police and safety authorities to use upon arrival at the site during an emergency. The manual typically contains specific information – location of exits, stairwells, elevators, fire and security command centers, fire pumps and more – first responders require in order to take action faster and more effectively.

**Occupant Awareness Programs** – Developing signage, posters and handbooks designed to inform and guide building occupants as to the proper actions to be taken in a variety of emergency situations.

**Training** – Planning and implementing an ongoing training program for management, ERP teams and building/campus occupants. Types of training include:

- **Classroom Sessions** for orienting and training emergency team members and occupants.
- **On-site Drills** for live testing of the plan's effectiveness in a variety of emergency scenarios.
- **Tabletop Scenarios** for evaluating the emergency response team's ability to manage a simulated event.

**Plan Maintenance** – Providing periodic third-party review of the emergency response plan to maintain the viability of the plan. The reviews identify physical and technological changes to the building or campus and analyze the current threat environment to furnish input for upgrading the plan.

**Workplace Violence Programs** – Creating procedures to assist in responding to physical, emotional and verbal threats in the workplace by providing a structured response for all types of potential situations.

**Automated External Defibrillator (AED) Programs** – Developing and implementing an AED program designed to specify the type and location of AED units and to train emergency responders how to use the AED unit in the resuscitation of a person struck with Sudden Cardiac Arrest (SCA).

