



Event occurs
threatens
critical
operation

DECLARE EMERGENCY?

- Sadler or PC
- If in doubt declare
- Formal declaration required

Select assembly location

1. Identify best location
2. Stay away from scene
3. Stay out of the way



NO

YES

Assemble Team

1. Summons all members (contact security x 1139 for list)
2. Determine who is needed.
3. Dismiss those not involved
 - a. Remain on standby or in secondary location
 - b. The fewer the better
4. Provide initial summary and repeat every 30 minutes

ORGANIZE/STRUCTURE TEAM

- ❖ First PC member takes command
- ❖ Formally announce changes
- ❖ Task assigned to team members by commander

Document

1. Status and updates
2. Decisions
3. Rumors
4. Post-use flipcharts, chalkboards and monitors
5. Time and date stamp

Team Logistics

1. Phones
2. Computers
3. Televisions
4. Office Supplies
5. Food, water and beverages

Communications

1. Staff
2. Response Teams
3. Public
4. Partners

COORDINATE CORPORATE REPOSE

1. High level decisions only (do not get involved in emergency or recovery operations)
2. Monitor/track progress
3. Stay out of the way – Do not micro manage

FORMALLY DECLARE EMERGENCY OVER

1. Management team no longer needed
2. Communicate to all

