



9/11 Drill Down for Safety

Business Emergency Response Plan

Managers' Responsibilities

Specific manager and supervisor responsibilities for Emergency Preparedness, Response, Evacuations, and Roll Call are explained in this plan.

- Know who your building emergency lead is and how to contact him/her during emergencies.
- Maintain good housekeeping practices within the department area with special attention towards fire hazards and hazardous materials handling.
- Identify any personnel who may possess specialized training such as First Aid, Search and Rescue, counseling, or mortality management by listing their names and experience on the Department Emergency Plan Cover Sheet.
- Evaluate specific areas of vulnerability to emergency situations within the department and recommend and initiate measures to mitigate. Look for things that could injure people, cause damage to buildings, equipment, or products, or cause business interruptions.
- Know which department employees belong to the Building Emergency Response Teams and be prepared to release these employees as required.
- Develop and maintain a **Department Emergency Plan** in an up-to-date status.
 - a. Review the requirements of the site emergency plan and evaluate the needs within your department at the beginning of each year.
 - Managers should update the Department Emergency Plan when personnel are assigned to the department, employees leave the department, or the department relocates. Review the Department Emergency Plan every two years and submit a completed Cover Sheet to your Security Department.
 - b. Describe the primary and alternate evacuation routes from the department area(s).
 - c. Post a copy of the current version of the Emergency Evacuation Assembly area maps for your work areas or areas where you have personnel working. Provide each employee with a copy of this map if they need to familiarize themselves with routes that might be used to evacuate. Contact Facilities or the Building Emergency Lead for the current version of Evacuation Assembly Area maps.
 - d. Review the requirements of the Emergency Duties. Assign personnel to perform these specific emergency duties by entering names under each item.
 - e. Assign personnel who know multiple exit routes from the work areas and who know multiple perimeter exits which lead to assigned assembly area(s) to assist others with an evacuation.
 - f. Identify disabled personnel who need additional assistance. This includes temporary conditions such as pregnancy or broken leg. Assign temporary assistance as necessary.
 - g. If disability is hearing, vision, or mobility impairment, the manager must assign one primary and one alternate employee to assist the disabled person during evacuation



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- h. If the disability is confinement to a wheelchair, the manager must assign two primaries and one alternate employee to assist the disabled person in notification and during evacuation.
- i. The manager, the disabled employee and the employees assigned to assist are to hold training sessions where the disabled employee trains the manager and assigned employees in handling procedures. Caution must be exercised when assisting permanently or temporarily disabled persons.
- j. File any future emergency related correspondence for employee review.
- k. Post the completed Roll Call Roster. This roster should also be available for pick up in the department area by evacuating employees.
 - (1) List personnel in alphabetical order, with last names first, then first name.
 - (2) If personnel from multiple departments are listed, alphabetize the names within each common department, and either list the organization number to the right of their name, or list personnel under their respective department number.
- l. Document and retain all relevant training records, as appropriate.
 - Coordinate with other managers to ensure employees working at multiple sites understand the requirements of their work area for the sites where the employee currently works.
 - Conduct employee training on the provisions of the DEP when an employee arrives at the department, when the department relocates or there are substantial changes to the plan. Include loaned labor and permanent/long term subcontractors, etc.
 - Inform employees that the complete plan is available for review within their department or on the Intranet.
 - a) *Bomb Threat Checklist* is available from the Security Department or Management.
 - b) Emergency number phone stickers are available from the Security Department or Management.
 - c) Emergency Information Card is available from the Security Department or Management.
 - Lead evacuations. Ensure that the evacuation is accomplished in an orderly manner using the prescribed route. Ensure that a responsible employee who knows the evacuation route is the last person to leave the area so that he or she can pick up any stragglers on the way out. A manager may direct assigned evacuation personnel to lead the evacuation if the manager decides to stay behind in the work area to fight fires or attend the injured. A manager remaining in the area should appoint someone to carry out his or her duties in the assembly area.
 - Report with the employees to the pre-assigned assembly area. Ensure that the employee assigned to take roll call has a copy of your pre-prepared Roll Call Roster.



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- Managers should monitor the accomplishment of pre-assigned emergency duties by department personnel.
- Solicit from the employees, information concerning any classified or sensitive material or containers, which were left unprotected or open as a result of the evacuation.
- Hold employees in the assembly area pending direction from Emergency Personnel. Instruct the employees that they are not to leave the assembly area unless they report their intended departure route and time to you. Managers cannot require that employees remain at the facility following a disaster. However, if an employee wishes to leave the facility for any reason during such a circumstance, he or she must first report for department roll call and then inform the manager of his or her intended departure. This must be done so that the manager knows the employee was present for roll call and is not counted as a missing person.
- Organize volunteer employees to aid in rescue operations if requested by proper authority.
- Consult with upper management to determine future work schedules and instructions for returning to work. Convey this information to the employees.
- Consult with Emergency Personnel concerning the condition of freeways, exit routes, and entrance routes (for disaster situations, such as earthquakes and civil disturbances). Convey this information to the employees.
- Instruct the employees that upon returning to the work area they must check the status of any classified material and containers that were left unprotected as a result of the evacuation. They must report any discrepancies as soon as possible.