

# EMERGENCY PLAN OF ACTION

## 12/21/11

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### NEWEST TRG LEADERSHIP TOOL

"Practical Means for Dealing with Difficult Times"

This section of our site features business tools and planning considerations designed to assist leaders for whom "just keeping up" is not good enough. These notes focus on sequences of thought and action intended to enhance the positioning of your group, both on a long and short-term basis.

Each week additional sets of Tools on a wide array of business subjects will appear. Your input is requested as to which Tools might be of interest to you. Requests will NOT create any form of obligation on the Reader who makes the suggestion, but will help us understand which subjects are of general interest.

Please check back weekly to review the next tool. Visit our [LEADERSHIP TOOLS ARCHIVE](#) for previous tools.

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**PURPOSE:** Engage an immediate sequence of pre-determined action to be followed in the event of an emergency.

#### STEPS TO USE

- Designate both an emergency plan coordinator and alternate(s) in advance of emergencies
- Set criteria for calling that "An Emergency" exists
- Conduct an annual review of preparedness, including designation of the upcoming year's coordinator and familiarity with this sequence

#### WORKING SEQUENCE

- I. Conduct a "Determination of Fact/Assessment"
  - Clarification of changes to physical condition of existing sites
  - Impact of conditions on Personnel health and safety
  - Impact on ability to operate
  - Insurance/uninsured implications and near term steps
- II. Assure operating structure of internal activity
  - Team, methods, and technical setup engaged
    - At the office (headquarter)
    - Off site
  - Project coordination in place
  - Engage Stakeholder management sequence

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- Communication: Of what? To whom? At what time?
  - Clarify involvement of team members with stakeholders
  - Check functioning/access to technical and financial resources
- III. Personal Implication Assessment of safety and physical functioning
  - Yourself
  - Team Members
- IV. Conduct Client Implication Assessment
  - As regards to ongoing business and relation
  - Relation between Clients
- V. Ongoing Steps
  - Review Initial response
  - Set ongoing Action Plan
- VI. Confirm and Monitor Ongoing Communication
  - Key Points
  - Methods
  - Timing of everything
- VII. Reassessment (Subsequent to End of Emergency)
  - Detailed Review
  - Reset Process

For additional information regarding EMERGENCY PLAN OF ACTION, please visit our [Contact Page](#) and send us an Email or simply call us directly during East Coast business hours on our toll free number 1.800.97-REGIS (1.800.977.3447).