

### 3.6.1.8 Disaster Preparation



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Disaster Preparation

**SECTION/TOPIC:** Organizing for Disaster

**NUMBER:** 3.6.1.8

**ISSUE DATE:**

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

#### 1.0 POLICY REFERENCE

CFR

NFPA

NIMS

#### 2.0 PURPOSE

This standard operating procedure/guideline addresses procedures for securing department facilities and verifying the identity of personnel under disaster conditions; may include procedure for securing responders' personal residences and families.

#### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

#### 4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

#### 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1 Procedures for securing department facilities and verifying the identity of personnel under disaster conditions:**

## **A. DISASTER ASSUMPTIONS**

Through the development of the Hazard Identification and Vulnerability Assessment (HIVA), it has been determined that the City is vulnerable to numerous natural and man-made hazards. These hazards may include: severe storms (wind, rain, snow, and lightning), earthquakes, floods, landslides, common and private carrier accidents (vehicular, train, and aircraft), search and rescue emergencies, civil disturbances, terrorist activities and other intentional events, explosions, structural collapses, hazardous material incidents, major fires (including wild land and urban interface fires), pandemics, and energy and utility systems failure.

In addition to these hazards, the potential exists for emergencies occurring outside of the jurisdiction that may affect our jurisdiction negatively.

## **B. PLANNING ASSUMPTIONS**

Situations noted may create significant property damage, injury, loss of life, and disruption of essential services, both inside and outside the City. These situations may also create significant financial, psychological and sociological impacts on the City and its citizens.

It is assumed that some incidents will occur with enough sufficient warning that appropriate notification may be issued which may ensure some level of preparation. Other incidents will occur with no advanced warning.

It can also be assumed that a major, widespread incident may isolate the City, and any significant assistance from nearby communities, counties, state or federal agencies would not occur for at least 72 hours or longer. The City will need to rely on available City resources and those of private organizations, businesses, and individuals within the City for the initial response to an incident that is widespread in the region.

## **C. CONSIDERATIONS**

While we do not, in many instances, have the advantage of knowing when and where incidents will occur, nor how much destruction they may cause, we can take prudent steps prior to an incident to mitigate the most harmful effects and outcomes. It is critical that the City, as a matter of public trust, assure a reasonable process is in place to maintain the capability to sustain and perform essential functions. These functions can only be accomplished when a solid framework of meaningful mitigation and preparedness measures are established, reviewed tested, and implemented. By effective stewardship in hazards planning, the City's emergency preparedness activities can reduce casualties, infrastructure and property damage, loss of services, and human suffering.

#### **D. PREPAREDNESS ACTIVITIES**

In a significant incident, it is likely that county, state and federal government responses will be delayed. The City should be prepared to take care of their own basic survival needs for at least the first 72 hours after an incident and communicate this principle to each employee and to local businesses and residences.

##### **1. INDIVIDUAL PREPAREDNESS**

Because emergency services may be overwhelmed following an incident, employees should prepare to take care of themselves and their families for a minimum of three days.

##### **2. PREVENTATIVE MEASURES**

Reducing the hazards and risks from an incident can be accomplished by practicing preparedness in the workplace. To ensure adequate preparedness, the activities listed below should be considered:

1. Develop and maintain a capacity for at least 72 -hour sustainability among employees and within facilities.
2. Stock adequate emergency supplies to support employees and visitors.
3. Periodically conduct/participate in drills to test employee readiness. These drill should be all-hazards based and include evacuation, shelter-in-place, and lockdown drills.
4. Provide employees with individual and family preparedness training.
5. Implement non-structural mitigation measures to protect employees, clients, and visitors, including preventing damage to equipment and other property, this may include fastening down file cabinets, electronic equipment, and items that can cause injury or damage.
6. Provide lift and carrier devices for the disabled or injured.
7. Periodically review hazard specific SOPs and SOGs.

#### **5.2 Procedure for Securing Responder's Personal Residences and Families:**