

3.6.2.2 Disaster Operations Personal Safety



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Disaster Operations Personal Safety

SECTION/TOPIC: Disaster Operations & Risk Management

NUMBER: 3.6.2.2

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 general precautions and procedures for department and responder actions to reduce risk during disaster operations.

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 General Precautions and Procedures for Department and Responder Actions to reduce Risk during Disaster Operations:

DEPARTMENT CONTINUITY OF OPERATIONS PLANS

Should an incident occur, essential functions must be carried out through the processes established in Continuity of Operations Plans (COOPs). The ten critical elements of a COOP plan include:

1. Essential Functions
2. Delegations of Authority
3. Orders of Succession
4. Alternate facilities
5. Interoperable Communications
6. Vital Records, Systems, and Equipment
7. Human Capital Management
8. Tests, Training, and Exercises
9. Devolution
10. Reconstitution

DISASTER PREPAREDNESS

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.