
TABLE OF CONTENTS

	Page
1.0 INTRODUCTION	1
1.1 Purpose and Scope	1
1.2 Background	3
1.3 Planning Overview	3
1.3.1 What Is an Emergency Management Plan?	3
1.3.2 Why Plan?	4
1.3.3 Getting Started	4
1.3.4 Major Planning Considerations	6
2.0 RISK ANALYSIS	13
2.1 Basics of Risk Analysis	13
2.2 Risk Analysis Processes and Procedures	14
2.2.1 Risk Identification	15
2.2.2 Threat Identification	16
2.3 Conducting the Analysis	17
2.3.1 Quantitative Versus Qualitative Approach	18
2.3.2 Automated Risk Analysis Tools	19
2.4 Business Impact Analysis	19
3.0 EMERGENCY PREPAREDNESS PLANNING	23
3.1 Organization of the Plan	23
3.2 Plan Introduction	24
3.3 Emergency Organization Structure	25
3.4 Group Responsibilities	28
3.5 Levels of Disasters and Emergencies	33
3.6 Emergency Alerts and Notifications	34
3.6.1 Emergency Alerts	34
3.6.2 Emergency Notification Systems	34
3.7 Site/Area Evacuations/Shelter Areas	35
3.8 Media Relations	36
3.9 Supporting Materials	36

- 3.10 Plan Activation and Responder Notification 37
- 3.11 Plan Administration and Testing 38

- 4.0 CONTINUITY OF OPERATIONS/INCIDENT MANAGEMENT 41**
 - 4.1 Continuity of Management 42
 - 4.2 Incident Command Structure 43
 - 4.2.1 Emergency Operations Center (EOC) 43
 - 4.2.2 Emergency Response Coordination 45
 - 4.2.3 Alternate Headquarters 46
 - 4.3 Communications 46
 - 4.3.1 Communication Recovery Planning 48
 - 4.4 Information Management 50
 - 4.4.1 Information Technology (IT) Recovery Planning 51
 - 4.5 Mitigation Shutdown Instructions 55
 - 4.6 Transportation 56
 - 4.7 Financial Considerations 56

- 5.0 SPECIAL CONSIDERATIONS IN PLANNING 59**
 - 5.1 Protection of Information Resources 59
 - 5.1.1 Determination of Vital Records 59
 - 5.1.2 Protection of Vital Records 61
 - 5.1.3 Safeguarding Vital Computer Information
and Records 62
 - 5.2 Liaison and Interface with Government Agencies 62
 - 5.3 Industrial Mutual Aid 63

- 6.0 TRAINING, EXERCISES, AND TESTING 65**
 - 6.1 Training 66
 - 6.2 Drills and Exercises 68

- 7.0 RECOVERY OPERATIONS 71**
 - 7.1 Content of the Plan 72
 - 7.2 Basis of the Plan 72
 - 7.3 Time Sensitivity of Business Functions 72
 - 7.4 Recovery Strategies 73
 - 7.5 Development of the Plan 74
 - 7.6 Organization of the Plan 74
 - 7.7 Information Database 75

7.8	Recovery Organization and Management	76
7.9	Recovery Management Team	76
7.10	Implementation	78
7.11	Training, Exercising and Testing	79
7.12	Maintaining and Updating	80
APPENDICES	81
APPENDIX A - REFERENCES	83
APPENDIX B - CONCEPTS AND TERMS	87
APPENDIX C - MAJOR PLANNING CONSIDERATIONS CHECKLIST	. 89	
APPENDIX D - SCENARIO DEVELOPMENT GUIDANCE	105
INDEX	109