



Coordinated Disaster Response for Offsite Facilities Using a Customized Emergency Action Plan



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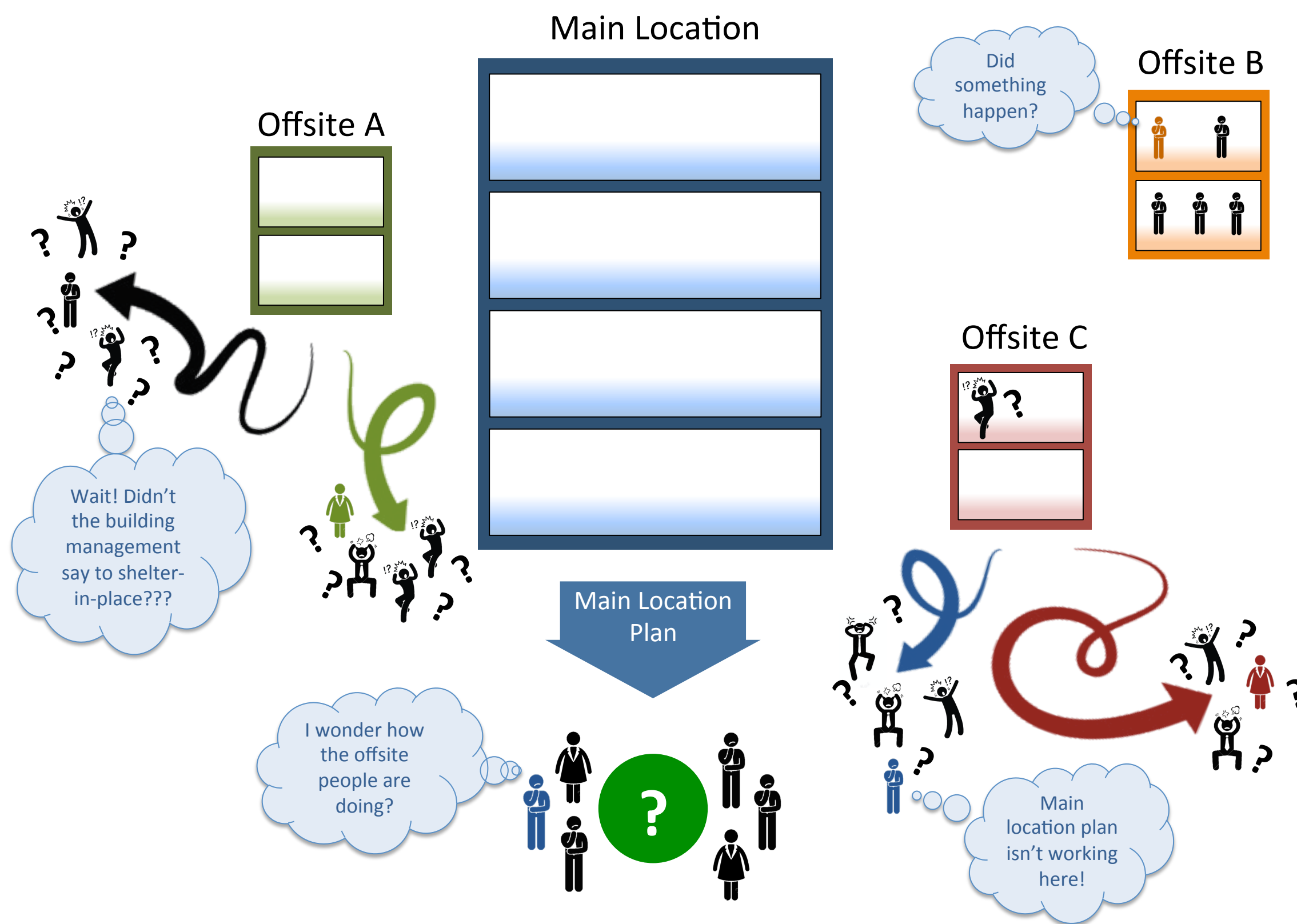
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ABSTRACT

Comprehensive preparation enhances the effectiveness and coordination of emergency and disaster response for all stakeholders impacted by these events. Workplace planning and preparation must consider unique factors when developing response plans for personnel impacted by a wide range of emergencies, including natural and human-made disasters. A thorough understanding of these factors is critical for the care and welfare of all employees. Organizations with offsite facilities that are geographically separated from their parent organization may encounter unique disaster planning challenges. For instance, personnel working in offsite locations may not be covered by the disaster planning guidance of their parent organization. In addition, policies and procedures of both the offsite building management as well as the parent organization may need to be considered when developing emergency response plans for offsite facilities. In response to a series of local and regional workplace emergency events, the Center for the Study of Traumatic Stress (CSTS) developed a customized Emergency Action Plan (EAP) for use at our facility, an offsite location from the main campus of the Uniformed Services University (USU). Three challenges emerged: 1) ensuring CSTS offsite facility response plans were consistent with those of USU where appropriate, 2) de-conflicting guidance between USU and the offsite building management response plans, 3) ensuring offsite building management emergency procedures were incorporated into CSTS response plans. The CSTS EAP effectively addressed these issues, incorporated lessons learned into the final document, and provides a template for leaders and managers at offsite facilities to develop optimal emergency and disaster plans which enhance the effectiveness of response by their personnel at offsite facilities.

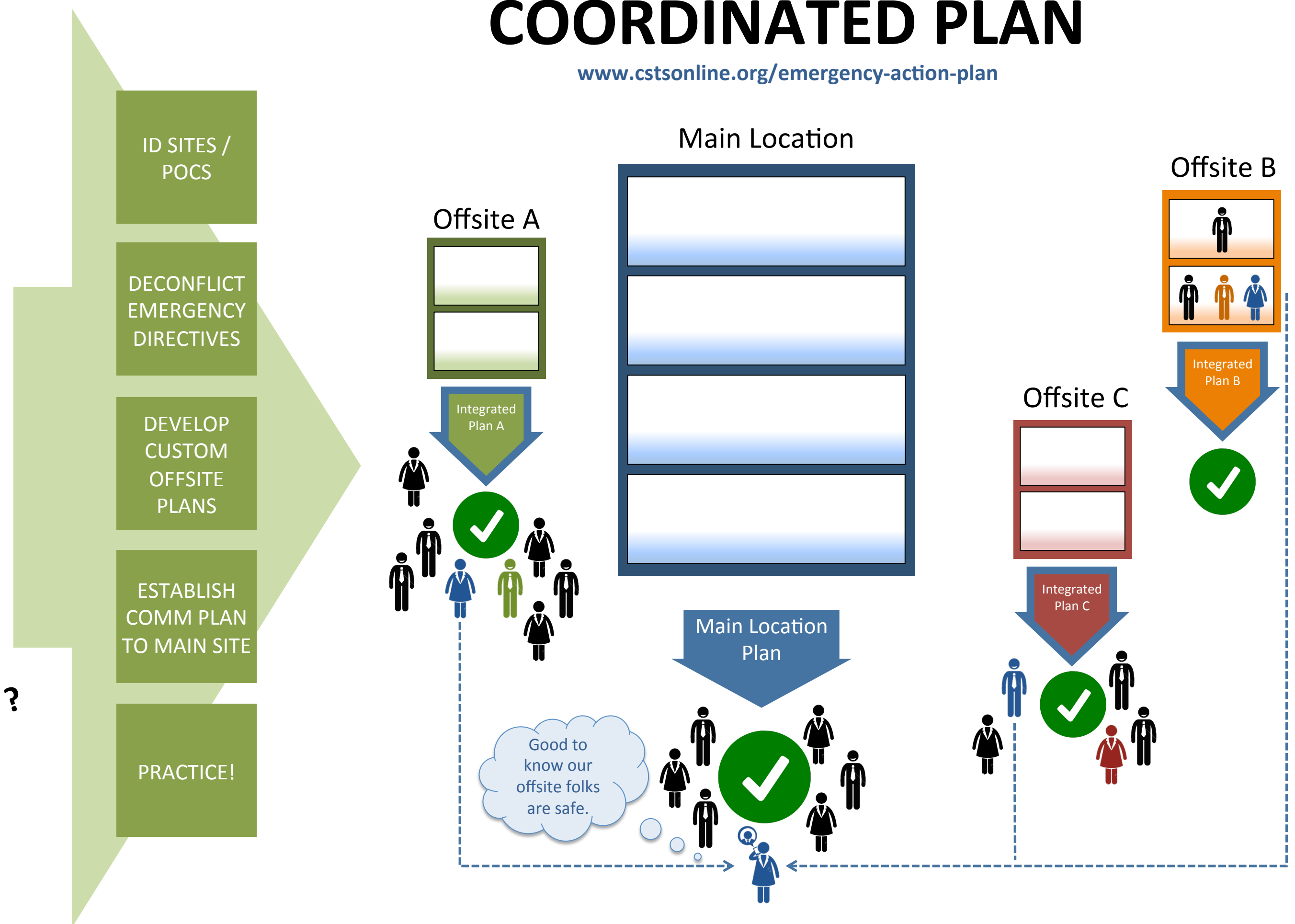
PROCESS

NON-COORDINATED PLAN



COORDINATED PLAN

www.cstsonline.org/emergency-action-plan



ADVERSE EFFECTS

- Limited communication and/or visibility across sites.
- Directives may conflict with offsite facility management plans.
- Response plan may not exist and often fails to account for all sites.
- Unable to maintain accountability for all personnel.
- Personnel confused, frustrated, and unable to respond due to uncertainty.

POSITIVE IMPACT

- Established POCs and communication procedures across sites.
- Directives coordinated with offsite facility management plans.
- Response plan tailored to meet unique needs and requirements of each site.
- Accountability for all personnel rapidly obtained as part of response plan.
- Personnel more effectively execute plan due to better coordination.