

Emergency Management Planning: The Basics

Preparedness:

- Develop a plan – include all staff levels
- Routine and ongoing training and practice scenarios – Include EAP and/or other community supports
- Outreach, education and training for employees and management

Mitigation:

- Risk Assessment – include all staff levels
- Infrastructure improvements
- Policy and procedure evaluation and improvements



Response:

- Attend to emergency, life threatening first, evacuation and physical safety
- Refer to Plan and set up command center and structure
- Focus on transparent communication with staff, frequently and with confirmed details and direction

Recovery:

- Address stabilization and return to work plans
- Complete review of incident – including all staff levels
- Communicate resources and supports available to address psychological and physical recovery



Call: 716-681-4300 or visit eap.cfsbny.org