

ADVANCED TACTICAL SERVICES

CORPORATE CONTINGENCY PLANNING

EMERGENCY RESPONSE LEADERSHIP & MANAGEMENT

Kenneth R. Curley

RAYMOND ASSOCIATES, LLC



EMERGENCIES HAPPEN

- HURRICANE
- FLOOD
- TORNADO
- FIRE
- EXPLOSION
- BIO-TERRORIST ATTACK
- CIVIL DISORDER

“ It won't happen here.....”

Murphy



“....THESE WERE THE WORST OF TIMES...”

- COLUMBINE
- MURRAH BUILDING
- WORLD TRADE CENTER
- FLORIDA HURRICANES
- EAST COAST POWER OUTAGE
- CALIFORNIA EARTHQUAKES
- ANTHRAX SCARES
- KATRINA AND RITA



REALITY CHECK

- YOU, YOUR ORGANIZATION, YOUR STATE, COUNTY AND LOCAL GOVERNMENTS MAY OR MAY NOT HAVE AN EMERGENCY PREPAREDNESS PLAN
- YOU ARE NOT GUARANTEED EMERGENCY RESPONSE
- IN A DISASTER, THERE WILL SIMPLY NOT BE ENOUGH EMERGENCY RESPONSE AND LEADERSHIP TO GO AROUND
- YOU HOWEVER, MAYBE ABLE TO AFFECT THE LEVEL AND QUALITY OF EMERGENCY RESPONSE



‘SO WHAT TEST’

- EMERGENCY RESPONSE IS LEADER BUSINESS.....AT THE FAMILY...ORGANIZATION, LOCAL, STATE AND NATIONAL LEVEL

YOU NEED RESOURCES AND PLAN



RESOURCES

- PEOPLE
- TIME
- MONEY

BEFORE.....

DURING...

AFTER.....

AN EMERGENCY



PEOPLE

RECOMMENDATION

IDENTIFY SMART, EXPERIENCED, COMMON SENSE LEADER TYPE PEOPLE WHO UNDERSTAND THE IMPACT OF THE DISASTER, THE DYNAMICS OF CHANGE, THE ELEMENTS OF DECISION MAKING, THE ABILITY TO DEMONSTRATE INDEPENDENT THOUGHT AND ACTIONS IN AN ENVIRONMENT OF CHAOS AND UNSTABILITY, WITH AN OPERATIONAL AND STRATEGIC FOCUS ON THE TASKS AT HAND, WHO HAVE BOTH TIME MANAGEMENT AND FINANCIAL PLANNING SKILLS WITH THE ABILITY TO TEAM BUILD AND WHO CAN MAINTAIN CREDIBLE RECORDS MANAGEMENT DURING THE ENTIRE PROCESS



PEOPLE

ESTABLISH THE TEAM

- LEADER
- CRISIS MANAGEMENT TEAM
 - OPERATIONS MANAGER
 - FACILITIES MANAGER
 - HUMAN RESOURCES MANAGER
 - FINANCIAL MANAGER
 - LOGISTICS MANAGER
 - PUBLIC INFORMATION MANAGER



TIME *MANAGEMENT*

- PLANNING
- PREPARATION
- REHEARSHAL
- REVIEW

A CLEARLY
DEFINED
AND
DISTINCT
ORGANIZATIONAL
STRATEGY



MONEY *MANAGEMENT*

- CONTINGENCY FUNDS
- BUDGETED
- FENCED
- IMMEDIATELY AVAILABLE

MOBILIZATION
FUNDS



PLAN

- “PEOPLE PLAN”
- STAFF ROLES AND FUNCTIONS
 - WHO IS IN CHARGE
 - KEY DECISION MAKERS – 24/7
 - SPECIAL SKILLS PERSONNEL
- ACTIVATION AUTHORITY
- CALL UP PROCEDURES
- STANDING ORDERS
- ALTERNATE PROCEDURES
- COMMAND AND CONTROL LOCATION (s)
- LOGISTICS AND SUPPLY
- OUTSIDE VENDORS AND SOURCES
- EMERGENCY PURCHASE AUTHORITY
- MUTUAL AID AGREEMENTS

WRITTEN
STAFFED
APPROVED
UPDATED
AND
RESOURCED



DOCUMENTS

- EMERGENCY OPERATIONS PLAN
- STRUCTURAL FIRE PLAN
- CONTRACTOR CHOICE LIST
- EMERGENCY NOTIFICATION LIST
- SKILLS INVENTORY
- BUSINESS CONTINUITY PLAN



STRUCTURAL PLAN

- COMPLETE BUILDING FLOOR PLANS
- MARKED EXITS
- EXIT ROUTES
- HYDRANT
- UTILITY SHUT OFFS
- CONTROL PANELS
- EVACUATION ROUTES
- EVACUATION EQUIPMENT



CONTRACTOR SOURCE LIST

- CONTRACT SECURITY SERVICES
- IT SERVICES
- BOARD-UP SERVICES
- INSURANCE SERVICES
- TRANSPORTATION – PEOPLE \$ ASSETS
- FIRE CLEAN UP SERVICES
- ALARM SERVICES
- BUILDING CONTRACTORS
- EQUIPMENT REPAIR



EMERGENCY NOTIFICATION

- SPOUSE, PARENTS, CHILDREN
- WORK, HOME, CELL NUMBERS
- PAGER NUMBER
- EMAIL ADDRESS
- STREET ADDRESS
- CITY STATE ZIP

CURRENT
AND
REHEARSED



SKILLS INVENTORY

- EMERGENCY MEDICAL TRAINING
 - RN, EMT, CPR, AED, PA AND OTHERS
- ELECTRICAL REPAIR
- EMERGENCY COMMUNICATIONS
- COMPUTER SKILLS
- CARPENTRY
- LAW ENFORCEMENT
- MILITARY EXPERIENCE



EVACUATION PLAN

- COMPANY INCIDENT COORDINATOR
- BUILDING MARSHALLS, FLOOR MARSHALS, ALTERNATES
- DAILY STATUS SHEETS
- DISABLED PERSON COORDINATOR
- DEPARTMENT ROLL CALL

SCHEDULED DRILLS



BUSINESS CONTINUITY PLAN

- CRITICAL DATA BASE MANAGEMENT
- REQUIRED OPERATIONAL EQUIPMENT
- CRITICAL STAFFING POSITIONS
- REQUIRED OPERATING FUNDS
- DAILY CONTINGENCY SUPPLIES
- REQUIRED OPERATIONAL SPACE
- ALTERNATE LOCATION



EMERGENCY RESPONSE COORDINATION

- CONTRACT SECURITY
- LAW ENFORCEMENT
- EMERGENCY MEDICAL
- FIRE
- HAZMAT
- CHEMICAL /BIO/RADIOLOGICAL
- UTILITIES
- MEDIA

IN
WRITING
WITH
POC'S



EMERGENCY OPERATIONS CENTER

- NOTIFICATION LISTS
- EMERGENCY COMMUNICATIONS
- FACILITIES / FLOOR PLANS
- EMERGENCY CONTACTS
- EMERGENCY SERVICES
- KEY LEADER PLAN



PUBLIC INFORMATION COORDINATOR

- OFFICIAL ANNOUNCEMENTS
- RUMOR CONTROL
- MEDIA POC
- FAMILY POC
- FEMA POC



TRAINING

- LEADER
- DEPARTMENT ORGANIZATIONAL
- EVACUATIONS
- RE-LOCATIONS
- SCENARIO REHEARSHAL
- EMERGENCY RESPONSE
- FIRE DRILL



PREPAREDNESS

- **ASSESS**
 - IDENTIFY THE PROBLEM

- **PLAN / ORGANIZE**
 - GATHER INFORMATION
 - DEVELOP COURSES OF ACTION
 - DECIDE / LEAD / MANAGE



PREPAREDNESS

- **TEST / VALIDATE**
 - RED TEAM
 - EXECUTE PLAN
 - MODIFY / FINE TUNE AS NECESSARY
 - SUBCONTRACTOR RELATIONSHIPS
 - FORCE PROTECTION
 - DISSEMINATE INFORMATION



RESPONSE

- **AGILITY**
 - MOBILE HQ / COMMAND POST
 - SELF SUFFICIENT
- **FLEXIBILITY**
- **RESPONSE IN DEPTH**
- **SYNCHRONIZE**
 - PEOPLE / TIME / MONEY
 - OPERATIONS / LOGISTICS / COMMUNICATIONS



RECOVERY

- **COST BENEFIT ANALYSIS**
 - BUSINESS INTERRUPTION
 - INSURANCE RATES
- **COST OF NOT BEING PREPARED**
 - INFRASTRUCTURE LOSSES
 - SHAREHOLDERS RESPONSIBILITY
 - LEADERSHIP REPUTATION



EMERGENCY MANAGEMENT 101

- A PROCESS UNDER DIRECTED LEADERSHIP WHERE COMMUNITIES AND ORGANIZATIONS MANAGE COMPLEX EMERGENCIES AND DISASTERS

RULES

- 1. MEET THE NEEDS OF THE DISASTER VICTIM.**
- 2. TAKE CARE OF RESPONDERS**
- 3. SEE RULE 1.**



KEY TERMS

- DISASTER
 - MORE VICTIMS THAN RESPONDERS
- EMERGENCY
 - MORE RESPONDERS THAN VICTIMS

***EMERGENCY MANAGEMENT IS BASED UPON
THE CONCEPT OF LOCAL DISASTER MANAGEMENT
SUPPORTED BY HIGHER LEVELS OF STATE AND
FEDERAL GOVERNMENT AS NEEDED***



STANDING ORDERS

- REESTABLISH COMMUNICATION WITH AREAS IMPACTED
- INITIATE SEARCH AND RESCUE / SECURITY TEAMS
- MEET BASIC HUMAN NEEDS
 - MEDICAL
 - WATER
 - FOOD
 - SHELTER
 - SANITATION
 - SECURITY



DISASTER OPERATING ENVIRONMENT

- NEW PLAYERS IN UNFAMILIAR ROLES
- CRITICAL INFORMATION DEMANDS
- POLITICALY SENSITIVE
- DYNAMIC PROCESS
- CHANGING REQUIREMENTS
- CRITICAL DECISION MAKING REQUIRMENTS
- DEGRADED COMMUNICATIONS
- UNFORESEEN CONSEQUENCES
- PUBLIC AFFAIRS PRIORITIES



SUMMARY

CONTINGENCY PLANNING & EMERGENCY RESPONSE MANAGEMENT IS :

- LEADER BUSINESS
 - HANDS ON
 - 24/7/365
- RESOURCE INTENSIVE
 - PEOPLE
 - TIME
 - MONEY

NEED HELP -- GET HELP



CONTACT INFORMATION

KEN R. CURLEY

(M) 518-858-6861

(O) 518-877-7252

(O) 850-237-2705

(F) 518-877-7253

raymondassociate@yahoo.com

curleyk@atstactical.com

www.atstactical.com

BILL COWAN

CHRIS FARINA

