Emergency Preparedness Questionnaire

A. Emergency Plan Organization and Communications

1. Who is delegated decision-making authority?
   a. Name
   b. Title
   c. Home address
   d. Home telephone number

2. List order of delegation as indicated in plan.
   a. Name
   b. Title
   c. Home address
   d. Home telephone number
   1) Who is delegated authority after normal working hours and how is this person contacted?
   2) Is one organization functional for decision making with regard to all emergencies?

3. What are criteria for determining at the time of the emergency whether the location will be:
   a. Operating on a normal basis (possibly with some modification to guard and protection tours)?
   b. Operating on a limited basis (designate functions that will operate)?
   c. Closed down and manned solely by supervisory and plant protection personnel?
   d. Closed down and unmanned for the duration of the emergency?

4. Is there a procedure for advising employees of the decision to activate the plan?
   a. What method is used?
   b. Describe.

5. What is the possibility of a disaster or emergency affecting your company?
   a. What is the geographic proximity to troubled, sensitive, or potentially hazardous areas that might cause emergencies or disasters?
   b. Is the company located in a geographic area that is particularly susceptible to weather related emergencies or disasters?
   c. What is the probability of an internal emergency or disaster?
   d. Can plant be reached by public transportation?

6. Have all sources of advance civil disturbance information been explored?
   a. Local government agencies
      1) Name
      2) Title
      3) Agency
      4) Telephone number
   b. Civil Defense
      1) Name
      2) Title
      3) Agency
      4) Telephone number
   c. Local law enforcement and state police
      1) Name
      2) Title
      3) Agency
      4) Telephone number
d. Local fire department
   1) Name
   2) Title
   3) Agency
   4) Telephone number

7. Is location working with neighboring industry in the formation of a mutual aid?
   a. List neighboring industry involved.
   b. Who is the company's representative?
   c. What significant items have developed from these discussions?

B. Security Personnel

1. Are all security personnel fully instructed on their responsibilities prior to, during, and after the emergency, whether it is external or internal?
   a. Verbally?
   b. Written instructions?

2. Are training sessions scheduled so that personnel will be thoroughly familiar with all safeguards and protective devices provided in the plant?

3. Are security personnel sufficiently equipped for self-protection?
   a. Emergency lights?
   b. Battery operated megaphones? Public address system?
   c. Transceivers (walkie-talkies)?
   d. First-aid kits?
   e. Battery powered AM/FM receiver tunable to police band?
   f. Metal helmets?
   g. Bulletproof vests?
   h. Other?

4. Have emergency procedures been established for both operating and non-operating hours? Do security personnel fully understand these procedures?

5. Can guard force be supplemented rapidly?
   a. Guard contractors?
   b. Other company locations?
   c. Company management employees?

6. Are living arrangements and supplies available on the premises should circumstances dictate?

C. Interior Protection

1. Are all areas protected by automatic sprinkler systems, including outside receiving and shipping platforms?
   a. What protection is afforded flammables?
   b. Are flammables inaccessible from outside the building?
   c. Are extra sprinkler heads on hand to meet any foreseeable replacement requirement?

2. Are control valves equipped with central station or proprietary supervision? Are these checked daily?

3. Is there adequate distribution of fire extinguishers and hand hoses? Are locations accessible and distinctly marked?

4. How are important services secured? (normal/emergency)
   a. Electricity
   b. Gas
   c. Water
   d. Steam
   e. Chilled water
   f. Oil
   g. Boiler equipment
h. Air conditioning equipment
i. Switchgear and transformers
j. Telephone equipment
k. Vital business records
l. Data processing and tape storage
m. Internal communications
n. Fire protection devices
o. Fire pumps

5. Has an emergency generator been provided? Does the generator have capacity to handle essential services?
   a. Elevators?
   b. Lighting (emergency)?
   c. Fall-out shelter area?
   d. Security systems? CCTV? Intrusion alarms?
   e. Public address systems?
   f. Fire alarms?

6. Are supplies of materials maintained on hand – plywood, lumber, and so forth – sufficient to repair broken doors, windows, roofs, and so forth?

7. Does location have sensitive manufacturing operations?
   a. How would these be protected during a disorder?
   b. Can areas be isolated?
   c. Have plans been made to close off any area where an internal disaster has occurred?

D. Emergency Operations

1. Has an alternate operating location been established away from the disaster area for use by key management personnel? Where?
2. Has the emergency plan included diversion of incoming shipments to locations outside the disaster areas?
3. Has an alternate means of carrying on critical functions been established?
4. Has a means been established for emergency evacuations?
   a. Have emergency routes been established for personnel access and egress?
   b. Have designated employee entrances been established?