

State Agency Emergency Response Plan

May 16, 2011



Project Summary

The objective is to create an Emergency Response Plan for state agencies to use as a guideline for state employees and non-state employees in the event of the emergencies described below.

The Emergency Response Plan will include sections on:

- General preparedness section and a response area training section
- Tornado Response.
- Fire Response
- Workplace Violence Response
- Bomb Threat Response

Project Goal

General preparedness section and a response area training section – Assemble a team, define the general equipment, establish evacuation plans, and establish policy and procedures.

Tornado Response – alerts, watch & warning, evacuation, safe areas.

Fire Response – appropriate equipment, evacuation, and safe areas.

Workplace Violence Response – safe shelter and alerts/broadcast.

Bomb Threat Response – alerts, evacuation, safe areas, bomb check list.

Project Outcome

- The Emergency Response Plan will be in a printed booklet format and will be available as an electronic file.
- The Emergency Response Plan will be formatted so Department of Public Safety can utilize the plan immediately.
- The Emergency Response Plan will be formatted so other Ohio state agencies can adapt the plan to their departmental needs.

Project Benefits

The Department of Safety's team objective is to create a safe environment for ODPS personnel, vendors, and external customers in the event our facilities encounter a disaster, due to severe weather or violent acts that may cause potential harm or threat. It is important that we have a documented plan and supported documents that reflect the unit's efforts in adhering to the Division's mission as it relates to safety in the workplace and the State and National Fire Protection Administration code and standards for emergency response and building evaluations.

Completion of this product will allow us to review data within our emergency response log, compare evacuation response times, and review training records. Overall it will allow us to share with Management the makeup of our Emergency Response Plan and to readily show to management what measures are taken to maintain Fire and Safety standards.

Project Team

For more information about this project, contact team members

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