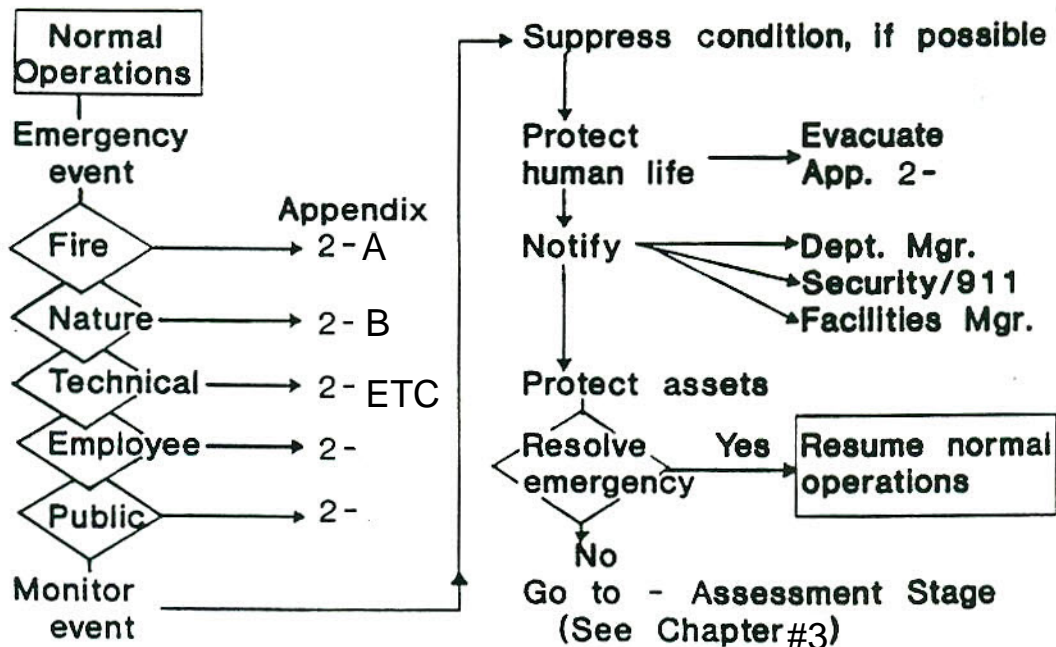


## #2 CONCEPT OF EMERGENCY RESPONSE



## Example of a Procedure Format

Dated:

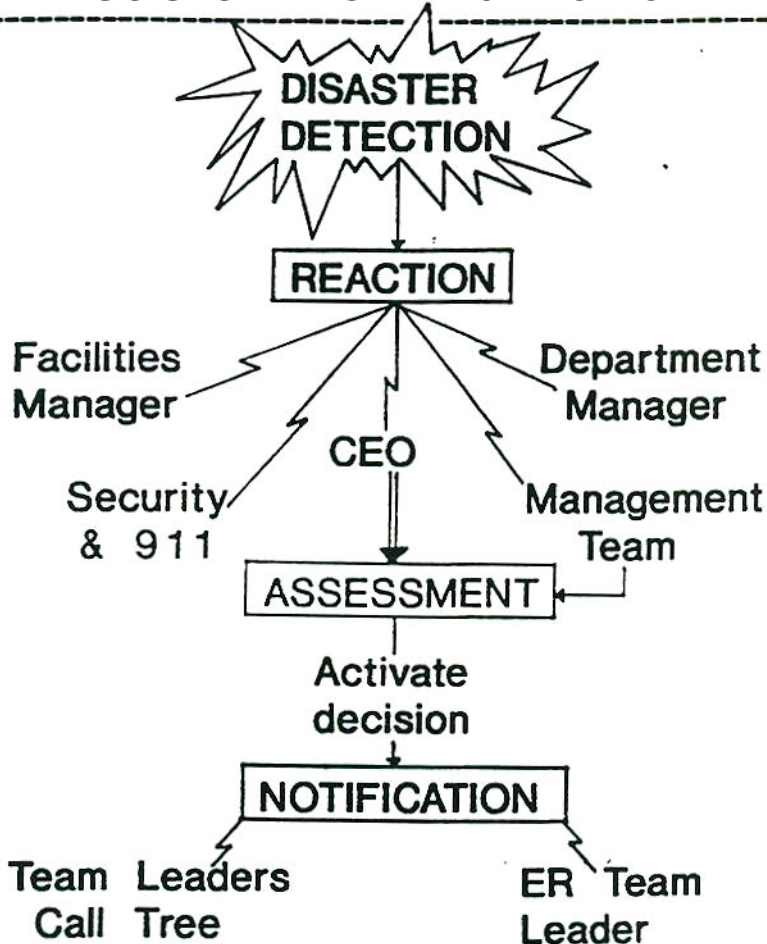
Description of risk - This exposure is the most universal risk and poses the most serious risk to physical assets and data. Fire can pose life threatening situations.

## ACTOR

## ACTIONS OR TASK CHECKLIST

- | ACTOR             | ACTIONS OR TASK CHECKLIST   |
|-------------------|---|
| Staff in the area | <ol style="list-style-type: none"> <li>1. Break the glass in the fire alarm boxes to alert others in the building.</li> <li>2. Notify the fire department to confirm the alarm signals.</li> <li>3. Attempt to control the fire with extinguishers Do NOT take any unnecessary risks!</li> <li>4. Shut down air conditioning system.</li> <li>5. Shut down any computer systems, remove current data files to safe location - if there is time</li> <li>6. Evacuate if ordered manager or if fire seems out of control.</li> <li>7. Avoid elevators! Most are heat sensitive and if electricity is lost, occupants could be trapped.</li> </ol> |
| Assessment Team   | <ol style="list-style-type: none"> <li>8. Evaluate degree of damage and business interruption effect.</li> </ol>  |
| Notification Team | <ol style="list-style-type: none"> <li>9. Advise the affected business units, Call list 4-A, and ER Team, 4-B, of the assessment decision.</li> </ol>   |
| ER Team           | <ol style="list-style-type: none"> <li>10. Establish the Command Center and direct the recovery activities for return to normal operations.</li> </ol>  |

# Disaster Plan Activation



## 911 CALL LIST

Dated:

NAME OF AGENCY/CORPORATION TO CONTACT /ADDRESS IF IMPORTANT (i.e.,hospital)	PHONE NUMBERS	
	OFFICE	ALTERNATE
General emergency for fire, ambulance, police	911	
Edina Fire Department	911	927-8868
Fairview Southdale Hospital 6401 France Avenue, South Edina, Mn 55435	924-5110	924-5151
Minnegasco dispatcher	332-5133	

**EXAMPLE**