



# Texas A&M AgriLife Extension Service Office Disaster Preparedness Plan

Disaster preparedness covers natural disaster events such as a flood, drought, tornado, or winter storm, as well as terrorist events from a physical, economic, or biological attack. It also covers unintentional disasters such as an industrial release, railroad derailment, or building fires.

Developing, testing, and maintaining a plan for handling unexpected events will yield a fast and effective response.

## PLAN FOR BEING READY

\_\_\_\_\_  
Name of office

\_\_\_\_\_  
Address

\_\_\_\_\_  
State

\_\_\_\_\_  
Telephone Number

The following person is our primary crisis manager and will serve as the office spokesperson in an emergency.

\_\_\_\_\_  
Primary Emergency Contact

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
e-mail

If this location is not accessible, we will operate from location below:

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Telephone Number

If the person is unable to manage the crisis, the person below will succeed in coordination:

\_\_\_\_\_  
Secondary Emergency Contact

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
e-mail

## EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

\_\_\_\_\_  
Non-Emergency Police/Fire

\_\_\_\_\_  
Building Coordinator

### Monitor Alert Systems:

National Weather Service - NOAA radio in office  
Homeland Security

\_\_\_\_\_  
person responsible

## EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

## WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring offices and our building management will participate on our emergency planning team.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## BE INFORMED

Consult your copy of **Talking About Disaster Guide** or

[www.redcross.org/disaster/disasterguide/standardmsg.html](http://www.redcross.org/disaster/disasterguide/standardmsg.html)

The following natural and man-made disasters could impact our office operation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operations	Staff in Charge	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EVACUATION PLAN FOR \_\_\_\_\_ LOCATION

o We have developed these plans in collaboration with neighboring offices and building owners to avoid confusion or gridlock.

o We have located, copied and posted building and site maps.

o Exits are clearly marked.

o We will practice evacuation procedures \_\_\_\_\_ times a year.

If we must leave the workplace quickly:

\_\_\_\_\_

1. Identify Warning System for different

hazards: \_\_\_\_\_

We will test the warning system and record results \_\_\_\_\_ times a year.

2. Assembly Site: \_\_\_\_\_

3. Assembly Site Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

\_\_\_\_\_

\_\_\_\_\_

4. Shut Down Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_ is responsible for issuing all clear.

When evacuation from the city is recommended, each employee is to report to the Primary Crisis Manager where they are going and provide contact information if it is different from that listed in the employee emergency contact information. Once employees reach destination, they should contact Crisis Manager.

Crisis Manager is to notify their immediate supervisor about the location of each employee. As employees return to the city, they should keep the crisis manager informed.

## SHELTER-IN-PLACE PLAN FOR \_\_\_\_\_ LOCATION

o We have talked to co-workers about which emergency supplies, if any, the office will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.

o We will practice shelter procedures \_\_\_\_ times a year.

If we must take shelter quickly

\_\_\_\_\_

1. Identify Warning System: \_\_\_\_\_

We will test the warning system and record results \_\_\_\_ times a year.

2. Storm Shelter Location: \_\_\_\_\_

3. "Seal the Room" Shelter Location: \_\_\_\_\_

4. Shelter Manager & Alternate:

a. Responsibilities Include:

\_\_\_\_\_

5. Shut Down Manager & Alternate:

a. Responsibilities Include:

\_\_\_\_\_

6. \_\_\_\_\_ is responsible for issuing all clear.

## COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way:

\_\_\_\_\_

In the event of a disaster we will communicate with employees in the following way:

\_\_\_\_\_

## Computer/printer SECURITY (materials from EIT)

Tips to protect your important data, as well as your computer.

### 1. Back up any important files you have on your computer.

A couple of options include:

a. If a good backup has not been recently done, then copy document files, email archive files, presentation files, and other important information to a flash drive or a USB external hard drive, or burn them to a CD. Store this backup media (CD, flash drive, external hard drive) in an offsite, fire and waterproof location. Or, simply take them with you if you vacate the office. **Do not copy program files or attempt to copy your entire hard drive--only the documents or other files that are irreplaceable.**

b. If you are using iFolder, establish a good internet connection, activate iFolder, and assure that all important files are moved to or copied to that iFolder. Those files are automatically saved to an offsite server elsewhere in the state where they are further backed up.

If you have any problems, call EIT (979-845-9689) for help.

### 2. Protect your computer from physical damage. Here are a few tips to keep your computer safe.

a. For notebook computers, take them with you, if possible. For desktops, try to take just the CPU with you, leaving monitors, keyboards, mice, etc.

b. If you must leave computers at the office, then before you leave for the disaster event, unplug all the cables from the back of the computer. Turn off the power strip or UPS (battery back-up) and unplug them from the wall.

c. If your office is on a lower level subject to possible flooding, place your computer and monitor on something higher than the potential flood level. It may be a good idea to put your computer and monitor inside a garbage bag or wrap it with some other waterproof material to protect it from overhead water leakage. But, do not seal it air tight, otherwise condensation may develop inside the bag. If possible place a table over the equipment to protect it should the ceiling tiles or lights fall.

d. If your office is near a window, you need to shield your computer from possible debris. After unplugging your computer, move it to a place that is not in direct line with a window, such as an interior room or behind a large piece of furniture. Again, cover it with a something like a garbage bag to protect it from water which might come through a breached window.

To protect our computer hardware, we will:

---

---

---

To protect our computer software, we will:

---

---

---

If our computers are destroyed, we will use back-up computers at the following location:

---

---

---

## RECORDS BACK-UP

\_\_\_\_\_ is responsible for backing up our critical records including 4-H enrollment lists, civil rights reviews, etc..

Back-up records including a copy of this plan, site maps, and computer back ups are stored onsite \_\_\_\_\_.

Another set of back-up records is stored at the following off-site location:

---

---

During recovery after the disaster, the Extension office may or may not have power. A hard copy of Emergency Management Educational Resource materials should be kept in a secure location. This file of materials should be updated annually when this plan is reviewed. Preparedness and Recovery resource materials can be downloaded from <http://texashelp.tamu.edu>.

## EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

Name	Cell Phone & Home Phone	Out of Town Contact
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### ANNUAL REVIEW

This disaster plan was last reviewed on \_\_\_\_\_ (date)

Signatures of those who reviewed the plan:

---

---

---