

PERSONNEL

EMERGENCY AND DISASTER PREPAREDNESS

Emergency and Disaster Response Procedures

The following procedures are established to prepare for, and to be followed in the event of any emergency or critical incident other than a bomb threat that occurs at NJSBA headquarters or any field office that threatens the safety of employees or visitors, and/or results in disruption of some or all business operation. Bomb threat procedures are addressed in GO 4147, 4147R and 4147E.

A. Preparation

1. The Executive Director (ED) shall form a Crisis Management Team (CMT) with authority to perform risk assessment; response preparation, immediate incident response, and business continuity planning on behalf of NJSBA. The CMT will consist of the General Counsel; representatives of the Finance and Operational Services, Human Resources, Information Technology, Field Services and Communications Departments, as well as any other staff the ED deems necessary. At least once a year, the CMT shall review the emergency response procedures, as well as the NJSBA Business Disaster Recovery Plan.
2. NJSBA shall maintain and continually update the Business Disaster Recovery Plan (BDRP) detailing how to react to and recover from a disaster or crisis which threatens to disrupt normal business activities. The BDRP shall specify all departments' critical functions, personnel and crisis team information (including phone and email lists), site and other resource information, software and computer systems, vital records and documents, and other information deemed necessary. The BDRP shall include provisions to inform all staff, officers, vendors, and customers of the emergency and any response procedures.
3. NJSBA shall maintain fire evacuation procedures at each location and regularly schedule fire drills.
4. NJSBA shall maintain and continually replenish as needed, sufficient provisions of food, water and medical supplies at each location to sustain staff in case it is necessary to remain in any building for an extended time.
5. The Executive Director shall designate staff in each location to be the lead person on emergency preparedness, and staff to be trained in CPR and other emergency medical procedures.
6. All staff shall be instructed to periodically review emergency response procedures.

B. Emergency Activation Steps

The primary consideration is to achieve a safe position for all employees and visitors at the location affected. The circumstances of the emergency/disaster will determine whether this position is inside or outside the building. The secondary consideration is to ensure that those that are safely evacuated from the premises are given the time and opportunity to contact family members in the event of a crisis of longer duration.

In an emergency:

1. If it's a life-threatening situation, evacuate personnel first
2. Contact 911 and report the emergency.
3. The Executive Director or designee will declare a disaster if appropriate, and select a command post where the CMT will meet to plan further response.

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Emergency and Disaster Response Procedures (continued)

If the Executive Director or designee determines that the emergency situation is likely to resolve with normal operations restored in an acceptable timeframe and there is no significant modification to the scheduled workload, staff will be notified when to reenter the workplace.

If operational interruption is estimated to be longer than 72 hours, procedures established in the BDRP will be implemented. Depending on the projected recovery time, critical operations may be continued at an alternate site to be determined including, if feasible, staff working remotely from home.

See Also: GO/4147
GO/4147R
GO/4147E