

## Sample Emergency Management Plan

A Checklist for Clubs

### **Executive Summary**

This section should give management and employees a brief overview of plan's purpose; the club's emergency management policy; authorities and responsibilities of key personnel; the kinds of potential emergencies the club may experience; and, where response operations will be managed.

### **Potential Hazards**

The following natural and man-made disasters could impact club operations:

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### **Emergency Management Team**

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

#### ***Primary Emergency Contact***

The following person is the primary crisis manager and will serve as the company spokesperson in an emergency:

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

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

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

E-mail: \_\_\_\_\_

#### ***Secondary Emergency Contact***

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

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

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

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

E-mail: \_\_\_\_\_

*Additional Emergency Contact Information*

Dial 9-1-1 in an Emergency

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

Insurance Provider: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

*Emergency Planning Team*

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

Name & Title: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Name & Title: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Name & Title: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**External Coordination**

The following people from neighboring businesses and our building management (in the case of city clubs) will participate on our emergency planning team:

Name & Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**Evacuation Plan for [INSERT CLUB FACILITY HERE]**

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock (city clubs).

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

Exits are clearly marked.

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

If we must leave the club premises quickly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member Evacuation Procedures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

1. Assembly Site: \_\_\_\_\_

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

a. Responsibilities Include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

a. Responsibilities Include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_ is responsible for issuing "all clear."

**Shelter-In-Place Plan for [INSERT LOCATION HERE]**

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

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

If we must take shelter quickly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. 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:

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5. Shut Down Manager & Alternate:

a. Responsibilities Include:

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

**Communications**

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

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

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**Cyber Security**

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:

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**Records Backup**

\_\_\_\_\_ is responsible for backing up our critical records including payroll and accounting systems.

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

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

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:  
\_\_\_\_\_

**Critical Operations**

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

| <b>Operation</b> | <b>Staff in Charge</b> | <b>Action Plan</b> |
|------------------|------------------------|--------------------|
|                  |                        |                    |
|                  |                        |                    |
|                  |                        |                    |

**Employee Emergency Contact Information**

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

| <b>Name</b> | <b>Phone</b> | <b>E-mail</b> |
|-------------|--------------|---------------|
|             |              |               |
|             |              |               |
|             |              |               |

**Annual Review**

We will review and update this business continuity and disaster plan in \_\_\_\_\_.

\*\*Plans should also include emergency resource lists, including the location of first aid or survival supplies, such as flashlights, water bottles, etc., and site maps indicating the following:

- Utility shutoffs
- Water hydrants
- Water main valves
- Water lines
- Gas main valves
- Gas lines
- Electrical cutoffs
- Electrical substations
- Storm drains
- Sewer lines
- Location of each building (include name of building, street name and number)
- Floor plans
- Alarm and enunciators
- Fire extinguishers
- Fire suppression systems
- Exits
- Stairways
- Designated escape routes
- Restricted areas

- Hazardous materials (including cleaning supplies and chemicals)
- High-value items

*Source: FEMA Emergency Management Guide for Business & Industry; READY.gov; U.S. Department of Homeland Security*