

# BCM Tasks for Major Earthquake Scenario

## AWARENESS

### Intelligence and Surveillance

- 1 Maintain Security Awareness

### Employee/Team Education

- 1 Develop and Distribute Education Materials for earthquakes
  - 1.1 Manage Expectations of Employees/Teams
- 2 Develop and Conduct Education Programs for earthquakes
- 3 Perform Employee Family Outreach
- 4 Develop Rapport with local government and non governmental organizations as appropriate

### Executive Orientation

- 1 Provide Education on Decision-Making Needs Following an Earthquake

## PREVENTION

### Critical Infrastructure

- 1 Identify and Support Facilities and Resources at Risk
- 2 Provide Security for Special Materials/Corporate Security Materials
- 3 Integrate Engineering and Structural Measures to Reduce or Eliminate Hazards
- 4 Identify and Enforce the Adoption of Design Codes and Standards

### Planning

- 1 Conduct Hazard Identification, Vulnerability, and Risk Analyses, Including Impact Analysis
- 2 Develop and Maintain CMP to Include Catastrophic Event
- 3 Identify Resource Needed to Implement Crisis Management Plans and Procedures
- 4 Establish/Review Mutual Aid/Support Agreements/Partner Agreements
- 5 Identify Resource Shortfalls and Means of Procurement (gap analysis)
- 6 Develop Plans and Procedures for Continuity of Operations per corporate business continuity management
- 7 Coordinate with local churches and Volunteer Organizations Active in Disasters (VOAD) for family support
- 8 Select, Train, and Equip the CMT, Facilities, Safety, Security Emergency Staff
- 9 Conduct Periodic Exercises to Evaluate Plans and Procedures

## RESPONSE

### Classification and Notification

- 1 Determine Response Level/Emergency Condition
- 2 Make Required CMT Notifications, other internal and external notifications depending on event, e.g. Partners
- 3 Make Required/Appropriate Government Notifications

### Direction, Control, Coordination

- 1 Implement the Crisis Management Process
  - 1.1 Implement the CMP
- 2 Declare Disaster
- 3 Coordinate with the Command Center(s), Emergency Operations Center(s), Government, Partners, Vendors, Suppliers

### Emergency Shelters

- 1 Implement and Manage Emergency Shelters

### Health and Welfare Services

- 1 Provide for Physical and Emotional Needs of Victims and Responders
- 2 Implement Mechanism to Track Staff and family members

### Incident Command

- 1 Coordinate Incident Command and Control
  - 1.1 Incident Command System
  - 1.2 Multi-Team/Business Unit/Agency Coordination System
  - 1.3 Joint Information System

**Incident Containment**

- 1 Assess, Conduct and Support Emergency Operations
- 2 Implement Short-Term Temporary Structural and Non-Structural Mitigation Measures

**Management of Mass Casualties**

- 1 Implement Catastrophic Mass Casualty Incident (MCI) Plan

**Management of Mass Fatalities**

- 1 Implement Catastrophic Mass Fatality Plan

**Monitoring/Sampling**

- 1 Monitor Environmental and Infrastructure Conditions for Affected Staff and Personnel Safety

**Government Liaison**

- 1 Implement Protocol for Coordination and Deployment of Liaison Personnel to local city and county EOCs
- 2 Implement Protocol for Managing Donated Supplies, Services, Money, and Equipment

**Protective Action Recommendations/Decision/Implementation**

- 1 Make Protective Action Recommendations and Decisions to protect people and property
- 2 Implement Protective Action Decisions
- 3 Provide Initial Warnings to Personnel with Appropriate Updates

**Public Works/Utilities**

- 1 Implement Protocols for Reestablishing Utilities by Priority

**Reception Centers**

- 1 Implement and Manage Reception Centers

**Resource Management**

- 1 Provide Logistics/Resource Management
  - 1.1 Identify and Prioritize Unmet Equipment, Personnel, and Supply Needs and Shortfalls
  - 1.2 Maintain Records of Equipment, Materials and Personnel
  - 1.3 Procure/Secure and Provide Personnel, Equipment and Supplies
  - 1.4 Continually Assess Resource Needs and Deployment
- 2 Implement Debris Management Plan
- 3 Provide Financial Management
  - 3.1 Maintain Records of Expenditures
  - 3.2 Maintain Records of Equipment and Materials Usage

**Search/Rescue/Recovery**

- 1 Coordinate Transition From Rescue to Victim Retrieval Operations

**Site Mitigation**

- 1 Develop, Implement and/or Assist Environmental Stabilization

**Situation Assessment**

- 1 Receive, Process, Analyze Alerts and Advisories
- 2 Provide Initial and Ongoing Situation and Damage Assessment Reports
  - 2.1 Use Models, Guides, and Other Sources to Determine Potential Hazard Areas
  - 2.2 Determine and Monitor Personnel and Facilities at Risk
  - 2.3 Implement an Impact Assessment

**Special Populations/Facilities (Temporary On-Site)**

- 1 Implement Protocols to Access Additional Language Capabilities
- 2 Implement Special Facilities Plans (e.g., Disabled and Mental Health Facilities)

**Traffic and Access Control/Area Security**

- 1 Implement a Traffic Management Plan
- 2 Implement Security and Access Control Plans
- 3 Activate Community Problem Solving Systems (e.g., Citizen Corps, Community Policing)

**Transportation**

- 1 Implement Protocols for Shelter in Transportation Vehicles, Emergency Evacuation Routes, and Transportation of the CMT and First Responders (internal and external)
- 2 Mobilize and Coordinate Corporate Transportation Assets

## RECOVERY

### **Repair and Replacement of Infrastructure/Critical Facilities**

- 1 Implement Damage Assessments and Building/Infrastructure Inspections
- 2 Restore Critical Services and Life-Lines
- 3 Conduct Clean-up and Debris Removal
- 4 Implement Salvage Activities Following Damage Assessment
- 5 Implement Restoration Activities Following Damage Assessment

### **Individual and Other Needs Assistance**

- 1 Implement Individual and Other Needs Assistance and Community Outreach for Personnel

### **Volunteer Agencies/Donations**

- 1 Implement Donations Management for Monetary, Donated Services and Products
- 2 Coordinate Support from/to VOADs

## RECONSTITUTION

### **Long-term Alternate Facilities**

- 1 Identify Long-term Facility Needs
- 2 Coordinate with Business Units/local planning authorities
- 3 Provide Long-term Facilities as Needed
- 4 Implement Support Services to Alternate Facilities
- 5 Mitigate where appropriate

### **Long-term Corporate Recovery**

- 1 Implement Cost Benefit Analysis to Determine Corporate Reestablishment
- 2 Implement and Manage Programs for Long-Term Corporate Recovery
- 3 Implement and Manage Programs for Hazard Mitigation

## RESUMPTION

- 1 Train Personnel on new Process
- 2 Test and Validate new Processes
- 3 Update Business Continuity Plans