

NFPA

1600[®]

**Standard on
Continuity, Emergency,
and Crisis Management**

2019







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NFPA 1600®

Standard on

Continuity, Emergency, and Crisis Management

2019 Edition

This edition of *NFPA 1600, Standard on Continuity, Emergency, and Crisis Management*, was prepared by the Technical Committee on Emergency Management and Business Continuity. It was issued by the Standards Council on November 5, 2018, with an effective date of November 25, 2018, and supersedes all previous editions.

This document has been amended by one or more Tentative Interim Amendments (TIAs) and/or Errata. See "Codes & Standards" at www.nfpa.org for more information.

This edition of *NFPA 1600* was approved as an American National Standard on November 25, 2018.

Origin and Development of *NFPA 1600*

The NFPA Standards Council established the Disaster Management Committee in January 1991. The committee was given the responsibility for developing documents relating to preparedness for, response to, and recovery from disasters resulting from natural, human, and technological causes. The first edition of *NFPA 1600*, titled *Recommended Practice for Disaster Management*, was adopted by the NFPA membership in 1995.

The 2000 edition focused on a "total program approach" for disaster/emergency management and business continuity programs. It added common program elements, techniques, processes, and hazard mitigation while transitioning from a recommended practice to a standard.

Based on contributions from multiple emergency management organizations, including the Federal Emergency Management Agency (FEMA), the National Emergency Management Association (NEMA), and the International Association of Emergency Managers (IAEM), as well as private sector business continuity professionals, the 2004 edition was revised to define the elements of an emergency management and business continuity program. A variety of crosswalks between various other emergency management publications, such as FEMA's *Comprehensive Assessment for Readiness (CAR)*, the Business Continuity Institute's (BCI) *Good Practice Guidelines (GPG)*, and the Disaster Recovery Institute International's (DRII) *Ten Professional Practices*, were added.

The 2007 edition saw the inclusion of prevention, bringing the standard into alignment with the related disciplines and practices of risk management, security, and loss prevention.

The 2010 edition of *NFPA 1600* was revised to follow a program development process consistent with the "plan, do, check, act" continuous improvement process. Chapter 4 incorporated leadership and commitment concepts, including elements such as performance objectives and records management. Chapter 5 was rewritten into four chapters addressing planning, implementation, testing and exercises, and program improvement. Business impact analysis became a separate section while requirements for employee assistance and support, testing and exercising, and evaluations and corrective actions were incorporated throughout various chapters. In addition, Annex C was expanded to include a self-assessment checklist, and Annex D was updated to provide a crosswalk between *NFPA 1600* and elements of a management system program.

Between the 2010 edition and the 2013 edition, *NFPA 1600* received designation and certification as anti-terrorism technology under the U.S. Federal SAFETY Act and became SAFETY Act Certified™.

The 2013 edition continued the reordering of the standard to align with a program development process and the continuous improvement process. Requirements for business continuity and recovery were revised throughout the document, and new requirements for employee assistance and support and maintenance were added.

For the 2016 edition of *NFPA 1600*, the title was changed to *Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs* to reflect the standard is applicable to public sector continuity planning, commonly referred to as “continuity of operations planning” or “COOP.” The purpose of the standard was changed to reflect the committee’s decision to emphasize that the standard provides fundamental criteria for preparedness through a program that addresses prevention, mitigation, response, continuity, and recovery.

Crisis management planning was revised to include issues that potentially threaten the entity’s operations, reputation, market share, ability to do business, or relationships with key stakeholders. Supply chain vulnerability assessment was added to risk assessment considerations while assessing information loss was added to impact analysis for the 2016 edition. Also, information security was incorporated into continuity planning and multiple sections were rewritten to differentiate “continuity” from “recovery.”

Examples of natural, human-caused, and technological hazards were relocated from Annex A to the requirements for risk assessment. Annex C was added to address small business planning. Also, a definition for persons with access and functional needs was added to support a new Annex J.

The 2019 edition of *NFPA 1600* has placed greater emphasis on crisis management. In addition to emphasizing it in the title, the entity is now required to establish and maintain crisis management capabilities. This includes details regarding assigned responsibilities and processes. The standard also has been reorganized to provide better alignment with the Plan-Do-Check-Act (PDCA) model of continuous improvement. A significant addition to the standard is the new Annex L on data interoperability for emergency management, continuity, and crisis management. It provides criteria by which an organization’s needs and capabilities are assessed so plans can be developed to fill capability gaps. Finally, multiple crosswalks and annexes have been updated based on changes to the main body of the standard.

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Committee Scope: This Committee shall have primary responsibility for documents on preparedness for, response to, and recovery from disasters resulting from natural, human, or technological events.

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NFPA 1600

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2019 Edition

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in mandatory sections of the document are given in Chapter 2 and those for extracts in informational sections are given in Annex M. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex M.

Chapter 1 Administration

1.1* Scope. This standard shall establish a common set of criteria for all-hazards disaster/crisis/disaster/emergency management and business continuity/continuity of operations programs, hereinafter referred to as “program.”

1.2* Purpose. This standard provides the fundamental criteria for preparedness and resiliency, including the planning, implementation, execution, assessment, and maintenance of programs for prevention, mitigation, response, continuity, and recovery.

1.3* Application. This document shall apply to public, private, and nonprofit and nongovernmental entities.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publications. (Reserved)

2.3 Other Publications.

Merriam-Webster’s Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Mandatory Sections. (Reserved)

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster’s Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Shall. Indicates a mandatory requirement.

3.2.4 Should. Indicates a recommendation or that which is advised but not required.

3.2.5 Standard. An NFPA Standard, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the NFPA Manuals of Style. When used in a generic sense, such as in the phrase “standards development process” or “standards development activities,” the term “standards” includes all NFPA Standards, including Codes, Standards, Recommended Practices, and Guides.

3.3 General Definitions.

3.3.1* Access and Functional Needs. Persons requiring special accommodations because of health, social, economic, or language challenges.

3.3.2 All-Hazards. An approach for prevention, mitigation, preparedness, response, continuity, and recovery that addresses a full range of threats and hazards, including natural, human-caused, and technology-caused.

3.3.3* Business Continuity/Continuity of Operations. An ongoing process to ensure that the necessary steps are taken to identify the impacts of potential losses and maintain viable continuity and recovery strategies and plans.

3.3.4 Business Impact Analysis (BIA). A management level analysis that identifies, quantifies, and qualifies the impacts resulting from interruptions or disruptions of an entity's resources. The analysis can identify time-critical functions, recovery priorities, dependencies, and interdependencies so that recovery time objectives can be established and approved.

3.3.5 Capability. The ability to perform required actions.

3.3.6 Competence. Demonstrated ability to apply knowledge and skills to achieve intended results.

3.3.7 Continual Improvement. Recurring process of enhancing the management program in order to achieve improvements in overall performance consistent with the entity's policy, goals, and objectives.

3.3.8 Continuity. A term that includes business continuity/continuity of operations (COOP), operational continuity, succession planning, continuity of government (COG), which support the resilience of the entity.

3.3.9 Crisis. An issue, event, or series of events with potential for strategic implications that severely impacts or has the potential to severely impact an entity's operations, brand, image, reputation, market share, ability to do business, or relationships with key stakeholders. A crisis might or might not be initiated or triggered by an incident, and requires sustained input at a strategic level to minimize its impact on the entity.

3.3.10 Crisis Management. The ability of an entity to manage incidents that have the potential to cause significant security, financial, strategic, or reputational impacts.

3.3.11 Damage Assessment. A determination of the effects of the incident on humans; on physical, operational, economic characteristics; and on the environment.

3.3.12 Disaster/Emergency Management. An ongoing process to prevent, mitigate, prepare for, respond to, maintain continuity during, and to recover from, an incident that threatens life, property, operations, information, or the environment.

3.3.13 Entity. A governmental agency or jurisdiction, private or public company, partnership, nonprofit organization, or other organization that has crisis/disaster/emergency management and business continuity/continuity of operations responsibilities.

3.3.14* Exercise. A process to assess, train, practice, and improve performance in an entity.

▲ **3.3.15 Incident.** An event that has the potential to cause interruption, disruption, loss, emergency, disaster, or catastrophe, and can escalate into a crisis.

3.3.16 Incident Action Plan. A verbal plan, written plan, or combination of both that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety requirements approved by the incident commander.

3.3.17* Incident Management System (IMS). The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents.

3.3.18 Interoperability. The ability of diverse personnel, systems, and entities to work together seamlessly.

3.3.19* Mitigation. Activities taken to reduce the impacts from hazards.

3.3.20* Mutual Aid/Assistance Agreement. A prearranged agreement between two or more entities to share resources in response to an incident.

3.3.21 Preparedness. Ongoing activities, tasks, and systems to develop, implement, and maintain the program.

3.3.22* Prevention. Activities to avoid or stop an incident from occurring.

3.3.23* Recovery. Activities and programs designed to return conditions to a level that is acceptable to the entity.

■ **3.3.24 Resiliency.** The ability to prepare for and adapt to changing conditions and withstand and recover rapidly from disruptions.

3.3.25* Resource Management. A system for identifying available resources to enable timely access to resources needed to prevent, mitigate, prepare for, respond to, maintain continuity during, or recover from an incident.

3.3.26* Response. Immediate and ongoing activities, tasks, programs, and systems to manage the effects of an incident that threatens life, property, operations, an entity, or the environment.

3.3.27 Risk Assessment. The process of identifying threats and hazards to life, property, operations, the environment, and entities, and the analysis of probabilities, vulnerabilities, and impacts.

3.3.28 Situation Analysis. The process of collecting, evaluating, and disseminating information related to the incident, including information on the current and forecasted situation and on the status of resources for management of the incident.

■ **3.3.29 Social Media.** Forms of electronic communication (such as websites) through which people create online communities to share information, ideas, and personal messages.

3.3.30 Supply Chain. A network of individuals, entities, activities, information, resources, and technology involved in creating and delivering a product or service from supplier to end user.

3.3.31 Test. Procedure for evaluation with a pass or fail result.

3.3.32 Vital Records. Information critical to the continued operation or survival of an entity.

Chapter 4 Program Management

4.1 Leadership and Commitment.

4.1.1 The entity leadership shall demonstrate commitment to the program to prevent, mitigate the consequences of, prepare for, respond to, maintain continuity during, and recover from incidents.

4.1.2 The leadership commitment shall include the following:

- (1) Support the development, implementation, and maintenance of the program
- (2) Provide necessary resources to support the program

- (3) Ensure the program is reviewed and evaluated as needed to ensure program effectiveness
- (4) Support corrective action to address program deficiencies

4.1.3 The entity shall adhere to policies, execute plans, and follow procedures developed to support the program.

4.2* Program Coordinator. The program coordinator shall be appointed by the entity's leadership and authorized to develop, implement, administer, evaluate, and maintain the program.

N 4.3 Performance Objectives.

N 4.3.1* The entity shall establish performance objectives for the program in accordance with Chapter 4 and the elements in Chapters 5 through 10.

N 4.3.2 The performance objectives shall address the results of the hazard identification, risk assessment, and business impact analysis.

N 4.3.3 Performance objectives shall be developed by the entity to address both short-term and long-term needs.

N 4.3.4 The entity shall define the terms *short term* and *long term*.

4.4 Program Committee.

4.4.1 A program committee shall be established by the entity in accordance with its policy.

Δ 4.4.2 The program committee shall provide input or assist in the coordination of the preparation, development, implementation, evaluation, and maintenance of the program.

Δ 4.4.3 The program committee shall include the program coordinator and others who have the expertise, the knowledge of the entity, and the capability to identify resources from all key functional areas within the entity.

N 4.4.4* The program committee shall solicit applicable external representation.

4.5 Program Administration.

Δ 4.5.1 The entity shall have a documented program that includes the following:

- (1) Executive policy, including vision, mission statement, roles and responsibilities, and enabling authority
- (2)* Program scope, goals, performance, objectives, and metrics for program evaluation
- (3)* Applicable authorities, legislation, regulations, and industry codes of practice as required by Section 4.6
- (4) Program budget and schedule, including milestones
- (5) Program plans and procedures that include the following:
 - (a) Anticipated cost
 - (b) Priority
 - (c) Resources required
- (6) Records management practices as required by Section 4.8
- (7) Management of change

4.5.2 The program shall include the requirements specified in Chapters 4 through 10, the scope of which shall be determined through an "all-hazards" approach and the risk assessment.

4.5.3* Program requirements shall be applicable to preparedness including the planning, implementation, assessment, and maintenance of programs for prevention, mitigation, response, continuity, and recovery.

4.6 Laws and Authorities.

4.6.1* The program shall comply with applicable legislation, policies, regulatory requirements, and directives.

4.6.2 The entity shall establish, maintain, and document procedure(s) to comply with applicable legislation, policies, regulatory requirements, and directives.

4.6.3* The entity shall implement a strategy for addressing the need for revisions to legislation, regulations, directives, policies, and industry codes of practice.

4.7 Finance and Administration.

4.7.1 The entity shall develop finance and administrative procedures to support the program before, during, and after an incident.

4.7.2* There shall be a responsive finance and administrative framework that does the following:

- (1) Complies with the entity's program requirements
- (2) Is uniquely linked to response, continuity, and recovery operations
- (3) Provides for maximum flexibility to expeditiously request, receive, manage, and apply funds in a nonemergency environment and in emergency situations to ensure the timely delivery of assistance

4.7.3 Procedures shall be created and maintained for expediting fiscal decisions in accordance with established authorization levels, accounting principles, governance requirements, and fiscal policy.

4.7.4 Finance and administrative procedures shall include the following:

- (1) Responsibilities for program finance authority, including reporting relationships to the program coordinator
- (2)* Program procurement procedures
- (3) Payroll
- (4)* Accounting systems to track and document costs
- (5) Management of funding from external sources
- (6) Crisis management procedures that coordinate authorization levels and appropriate control measures
- (7) Documenting financial expenditures incurred as a result of an incident and for compiling claims for future cost recovery
- (8) Identifying and accessing alternative funding sources
- (9) Managing budgeted and specially appropriated funds

4.8* Records Management.

4.8.1 The entity shall develop, implement, and manage a records management program to ensure that records are available to the entity.

4.8.2 The program shall include the following:

- (1) Identification of records (hard copy or electronic) vital to continue the operations of the entity
- (2) Backup of records on a frequency necessary to meet program goals and objectives
- (3) Validation of the integrity of records backup
- (4) Implementation of procedures to store, retrieve, and recover records on-site or off-site
- (5) Protection of records
- (6) Implementation of a record review process
- (7) Procedures coordinating records access

Chapter 5 Planning

5.1* Planning and Design Process.

5.1.1* The program shall follow a planning process that develops strategies, plans, and required capabilities to execute the program.

5.1.2 Strategic planning shall define the entity's vision, mission, and goals of the program.

5.1.3* A risk assessment and a business impact analysis (BIA) shall develop information to prepare prevention and mitigation strategies.

5.1.4* A risk assessment, a BIA, and a resource needs assessment shall develop information to prepare emergency operations/response, crisis communications, continuity, and recovery plans.

5.1.5* Crisis management planning shall address an event, or series of events, that severely impacts or has the potential to severely impact an entity's operations, brand, image, reputation, market share, ability to do business, or relationships with key stakeholders.

5.1.6* The entity shall include key stakeholders in the planning process.

5.2* Risk Assessment.

5.2.1 The entity shall conduct a risk assessment.

5.2.2 The entity shall identify hazards and monitor those hazards and the likelihood and severity of their occurrence over time.

5.2.2.1 Hazards to be evaluated shall include the following:

- (1) Geological:
 - (a) Earthquake
 - (b) Landslide, mudslide, subsidence
 - (c) Tsunami
 - (d) Volcano
- (2) Meteorological:
 - (a) Drought
 - (b) Extreme temperatures (hot, cold)
 - (c) Famine
 - (d) Flood, flash flood, seiche, tidal surge
 - (e) Geomagnetic storm
 - (f) Lightning
 - (g) Snow, ice, hail, sleet, avalanche
 - (h) Wildland fire
 - (i) Windstorm, tropical cyclone, hurricane, tornado, water spout, dust storm, sandstorm
- (3) Biological:
 - (a) Food-borne illnesses
 - (b)* Infectious/communicable/pandemic diseases
- (4) Accidental human-caused:
 - (a) Building/structure collapse
 - (b)* Entrapment
 - (c) Explosion/fire
 - (d) Fuel/resource shortage
 - (e)* Hazardous material spill or release
 - (f) Equipment failure
 - (g) Nuclear reactor incident
 - (h) Radiological incident
 - (i)* Transportation incident

- (j) Unavailability of essential employee(s)
 - (k)* Water control structure failure
 - (l) Misinformation
- (5) Intentional human-caused:
 - (a) Incendiary fire
 - (b) Bomb threat
 - (c) Demonstrations/civil disturbance/riot/insurrection
 - (d) Discrimination/harassment
 - (e) Disinformation (rumors, false allegations, or accusations)
 - (f) Kidnapping/hostage/extortion
 - (g) Geopolitical risks including acts of war, change in government, and political instability
 - (h) Missing person
 - (i)* Cyber security incidents
 - (j) Product defect or contamination
 - (k) Robbery/theft/fraud
 - (l) Strike or labor dispute
 - (m) Suspicious package
 - (n)* Terrorism
 - (o) Vandalism/sabotage
 - (p) Workplace/school/university violence
 - (q) Supply chain constraint or failure
- (6) Technological:
 - (a)* Hardware, software, and network connectivity interruption, disruption, or failure
 - (b)* Utility interruption, disruption, or failure
- (7) Economic/financial:
 - (a) Foreign currency exchange rate change
 - (b) Economic recession
 - (c) Boycott
 - (d) Theft/fraud/malfeasance/impropriety/scandal involving currency, monetary instruments, goods, and intellectual property
- (8) Strategic:
 - (a) Loss of senior executive
 - (b) Failed acquisition/strategic initiative
- (9) Humanitarian issues

5.2.2.2* The vulnerability of people, property, operations, the environment, the entity, and the supply chain operations shall be identified, evaluated, and monitored.

5.2.3 The entity shall conduct an analysis of the impacts of the hazards identified in 5.2.2 on the following:

- (1) Health and safety of persons in the affected area
- (2) Health and safety of personnel responding to the incident
- (3) Security of information
- (4)* Continuity of operations
- (5) Continuity of government
- (6)* Property, facilities, assets, and critical infrastructure
- (7) Delivery of the entity's services
- (8) Supply chain
- (9) Environment
- (10)* Economic and financial conditions
- (11) Legislated, regulatory, and contractual obligations
- (12) Brand, image, and reputation
- (13) Work and labor arrangements

5.2.4 The risk assessment shall include an analysis of the escalation of impacts over time.

5.2.5* The analysis shall evaluate the potential effects of regional, national, or international incidents that could have cascading impacts.

5.2.6 The risk assessment shall evaluate the adequacy of existing prevention and mitigation strategies.

5.3 Business Impact Analysis (BIA).

5.3.1 The entity shall conduct a BIA that includes an assessment of how a disruption could affect an entity's operations, reputation, and market share, ability to do business, or relationships with key stakeholders and identifies the resources and capabilities that might be needed to manage the disruptions.

5.3.1.1* The BIA shall identify processes that are required for the entity to perform its mission.

5.3.1.2* The BIA shall identify the following resources that enable the processes:

- (1) Personnel
- (2) Equipment
- (3) Infrastructure
- (4) Technology
- (5) Information
- (6) Supply chain

5.3.2* The BIA shall evaluate the following:

- (1) Dependencies
- (2) Single-source and sole-source suppliers
- (3) Single points of failure
- (4) Potential qualitative and quantitative impacts from a disruption to the resources in 5.3.1.2

5.3.2.1* The BIA shall determine the point in time [recovery time objective (RTO)] when the impacts of the disruption become unacceptable to the entity.

5.3.3* The BIA shall identify the acceptable amount of data loss for physical and electronic records to identify the recovery point objective (RPO).

5.3.4* The BIA shall identify gaps between the RTOs and RPOs and demonstrated capabilities.

5.3.5* The BIA shall be used in the development of continuity and recovery strategies and plans.

5.3.6* The BIA shall identify critical supply chains, including those exposed to domestic and international risks, and the timeframe within which those operations become critical to the entity.

5.4 Resource Needs Assessment.

5.4.1* The entity shall conduct a resource needs assessment based on the hazards identified in Section 5.2 and the business impact analysis in Section 5.3.

5.4.2 The resource needs assessment shall include the following:

- (1)* Human resources, equipment, training, facilities, funding, expert knowledge, materials, technology, information, intelligence, and the time frames within which they will be needed
- (2) Quantity, response time, capability, limitations, cost, and liabilities

5.4.3* The entity shall establish procedures to locate, acquire, store, distribute, maintain, test, and account for services, human resources, equipment, and materials procured or donated to support the program.

5.4.4 Facilities capable of supporting response, continuity, and recovery operations shall be identified.

5.4.5* Agreements. The need for mutual aid/assistance or partnership agreements shall be determined; if needed, agreements shall be established and documented.

Chapter 6 Implementation

6.1 Common Plan Requirements.

6.1.1* Plans shall address the health and safety of personnel.

6.1.2* Plans shall identify and document the following:

- (1) Assumptions made during the planning process
- (2) Functional roles and responsibilities of internal and external entities
- (3) Lines of authority
- (4) **Process** for delegation of authority
- (5) Lines of succession for the entity
- (6) Liaisons to external entities
- (7) Logistics support and resource requirements

6.1.3* Plans shall be individual, integrated into a single plan document, or a combination of the two.

6.1.4 The entity shall make sections of the plans available to those assigned specific tasks and responsibilities therein and to key stakeholders as required.

6.2 Prevention.

6.2.1* The entity shall develop a strategy to prevent an incident that threatens life, property, operations, information, and the environment.

6.2.2* The prevention strategy shall be kept current using the information collection and intelligence techniques.

6.2.3 The prevention strategy shall be based on the results of hazard identification and risk assessment, an analysis of impacts, program constraints, operational experience, and a cost-benefit analysis.

6.2.4 The entity shall have a process to monitor the identified hazards and adjust the level of preventive measures to be commensurate with the risk.

6.3 Mitigation.

6.3.1* The entity shall develop and implement a mitigation strategy that includes measures to be taken to limit or control the consequences, extent, or severity of an incident that cannot be prevented.

6.3.2* The mitigation strategy shall be based on the results of hazard identification and risk assessment, an analysis of impacts, program constraints, operational experience, and cost-benefit analysis.

6.3.3* The mitigation strategy shall include interim and long-term actions to reduce vulnerabilities.

N 6.4 Crisis Management.

N 6.4.1 The entity shall establish and maintain a crisis management capability to manage issues, events, or series of events, that severely impact or have the potential to severely impact an entity's brand, image, reputation, market share, ability to do business, or relationships with key stakeholders.

N 6.4.2 The crisis management capability shall include assigned responsibilities and established processes to perform the following:

- (1) Engage senior leadership
- (2) Detect the signals, symptoms, incidents, events, or circumstances that portend an emerging crisis or have the potential to trigger a crisis
- (3) Conduct a situation analysis
- (4) Declare a crisis, alert responsible persons, and activate crisis management plans should the current situation meet established criteria
- (5) Identify issues to be addressed by the responsible persons and senior leadership
- (6) Develop strategies to mitigate the potential impacts of identified issues
- (7) Provide direction and support for the entity's facilities, operations, employees, customers, and others affected by or potentially affected by the crisis
- (8) Coordinate with the entity's crisis communication capability and provide strategic direction, authorize communications strategies, and communicate with stakeholders

6.5 Crisis Communications and Public Information.

6.5.1* The entity shall develop a plan and procedures to disseminate information to and respond to requests for information from the following audiences before, during, and after an incident:

- (1) Internal audiences, including employees
- (2) External audiences, including the media, access and functional needs populations, and other stakeholders

6.5.2* The entity shall establish and maintain a crisis communications or public information capability that includes the following:

- (1)* Central contact facility or communications hub
- (2) Physical or virtual information center
- (3) System for gathering, monitoring, and disseminating information
- (4) Procedures for developing and delivering coordinated messages
- (5) Protocol to clear information for release

6.6 Warning, Notifications, and Communications.

6.6.1* The entity shall determine its warning, notification, and communications needs.

6.6.2* Warning, notification, and communications systems shall be reliable, redundant, and interoperable.

6.6.3* Emergency warning, notification, and communications protocols and procedures shall be developed, tested, and used to alert stakeholders potentially at risk from an actual or impending incident.

6.6.4 Procedures shall include issuing warnings through authorized agencies if required by law as well as the use of pre-scripted information bulletins or templates.

6.6.5* Information shall be disseminated through the media, social media, or other means as determined by the entity to be the most effective.

6.7 Operational Procedures.

6.7.1 The entity shall develop, coordinate, and implement operational procedures to support the program.

6.7.2 Procedures shall be established and implemented for response to and recovery from the impacts of hazards identified in 5.2.2.

6.7.3* Procedures shall provide for life safety, property conservation, incident stabilization, continuity, and protection of the environment under the jurisdiction of the entity.

6.7.4 Procedures shall include the following:

- (1) Control of access to the area affected by the incident
- (2) Identification of personnel engaged in activities at the incident
- (3) Accounting for personnel engaged in incident activities
- (4) Mobilization and demobilization of resources

6.7.5 Procedures shall allow for concurrent activities of response, continuity, recovery, and mitigation.

6.8 Incident Management.

6.8.1* The entity shall develop an incident management system to direct, control, and coordinate response, continuity, and recovery operations.

6.8.1.1* Emergency Operations Centers (EOCs).

6.8.1.1.1* The entity shall establish primary and alternate EOCs capable of managing response, continuity, and recovery operations.

6.8.1.1.2* The EOCs shall be permitted to be physical or virtual.

6.8.1.1.3 On activation of an EOC, communications and coordination shall be established between incident command and the EOC.

6.8.2 The incident management system shall describe specific entity roles, titles, and responsibilities for each incident management function.

6.8.3* The entity shall establish procedures and policies for coordinating prevention, mitigation, preparedness, response, continuity, and recovery activities.

6.8.4 The entity shall coordinate the activities specified in 6.8.3 with stakeholders.

6.8.5 Procedures shall include a situation analysis that incorporates an assessment of the following for the purposes of activating emergency response/operations, business continuity/continuity of operations, crisis management, and/or crisis communications plans and capabilities:

- (1) Casualties and the availability of required personnel resources
- (2) Physical damage to property under the jurisdiction of the entity
- (3) Interruption or disruption of the entity's operations
- (4) Impacts to digital information and vital records
- (5) Actual or potential contamination of the environment

- (6) Actual or potential impacts to brand, image, reputation, market share, ability to do business, or relationships with key stakeholders
- (7) Resources needed to support response, continuity, and recovery activities

6.8.6* Emergency operations/response shall be guided by an incident action plan or management by objectives.

6.8.7 Resource management shall include the following tasks:

- (1) Establishing processes for describing, taking inventory of, requesting, and tracking resources
- (2) Resource typing or categorizing by size, capacity, capability, and skill
- (3) Mobilizing and demobilizing resources in accordance with the established IMS
- (4) Conducting contingency planning for resource deficiencies

6.8.8 A current inventory of internal and external resources shall be maintained.

6.8.9 Donations of human resources, equipment, material, and facilities shall be managed.

6.9 Emergency Operations/Response Plan.

6.9.1* Emergency operations/response plans shall define responsibilities for carrying out specific actions in an emergency.

6.9.2* The plan shall identify actions to be taken to protect people, including people with disabilities and other access and functional needs, information, property, operations, the environment, and the entity.

6.9.3* The plan shall identify actions for incident stabilization.

Δ 6.9.4* The plan shall include the following:

- (1) Protective actions for life safety in accordance with 6.9.2
- (2) Warning, notifications, and communication in accordance with Section 6.6
- (3) Crisis communication and public information in accordance with Section 6.5
- (4) Resource management in accordance with 6.8.7
- (5) Donation management in accordance with 6.8.9

6.10* Continuity and Recovery.

6.10.1 Continuity.

6.10.1.1 Continuity plans shall include strategies to continue critical and time-sensitive processes and as identified in the BIA.

6.10.1.2* Continuity plans shall identify and document the following:

- (1) Stakeholders that need to be notified
- (2) Processes that must be maintained
- (3) Roles and responsibilities of the individuals implementing the continuity strategies
- (4) Procedures for activating the plan, including authority for plan activation
- (5) Critical and time-sensitive technology, application systems, and information

- (6) Security of information
- (7) Alternative work sites
- (8) Workaround procedures
- (9) Vital records
- (10) Contact lists
- (11) Required personnel
- (12) Vendors and contractors supporting continuity
- (13) Resources for continued operations
- (14) Mutual aid or partnership agreements
- (15) Activities to return critical and time-sensitive processes to the original state

6.10.1.3 Continuity plans shall be designed to meet the RTO and RPO.

6.10.1.4 Continuity plans shall address supply chain disruption.

6.10.2 Recovery.

6.10.2.1 Recovery plans shall provide for restoration of processes, technology, information, services, resources, facilities, programs, and infrastructure.

Δ 6.10.2.2* Recovery plans shall document the following:

- (1) Damage assessment
- (2) Coordination of the restoration, rebuilding, and replacement of facilities, infrastructure, materials, equipment, tools, vendors, and suppliers
- (3) Restoration of the supply chain
- (4) Continuation of communications with stakeholders
- (5) Recovery of critical and time-sensitive processes, technology, systems, applications, and information
- (6) Roles and responsibilities of the individuals implementing the recovery strategies
- (7) Internal and external (vendors and contractors) personnel who can support the implementation of recovery strategies and contractual needs
- (8) Adequate controls to prevent the corruption or unlawful access to the entity's data during recovery
- (9) Compliance with regulations that would become applicable during the recovery
- (10) Maintenance of pre-incident controls

6.11 Employee Assistance and Support.

6.11.1* The entity shall develop a strategy for employee assistance and support that includes the following:

- (1)* Communications procedures
- (2)* Contact information, including emergency contact outside the anticipated hazard area
- (3) Accounting for persons affected, displaced, or injured by the incident
- (4) Temporary, short-term, or long-term housing and feeding and care of those displaced by an incident
- (5) Mental health and physical well-being of individuals affected by the incident
- (6) Pre-incident and post-incident awareness

6.11.2 The strategy shall be flexible for use in all incidents.

6.11.3* The entity shall promote family preparedness education and training for employees.

N**Chapter 7 Execution**

N 7.1* Incident Recognition. The entity shall establish and implement a process whereby all appropriate stakeholders have a common reference for the types of incidents that could adversely affect its people, property, operations, or the environment, and ensure it is appropriately referenced throughout the incident management process.

N 7.2 Initial Reporting/Notification. The entity shall establish and implement a process whereby all appropriate stakeholders can warn, notify, and report an incident that has potential to cause an adverse impact on its people, property, operations, or the environment. (See Section 6.6.)

N 7.3 Plan Activation and Incident Action Plan.

N 7.3.1 The entity shall establish and implement a process to assess the impact of the incident on its people, property, operations, or the environment.

N 7.3.2 The entity shall develop a time frame to activate appropriate planning as detailed in Sections 6.5, 6.9, and 6.10, and coordinate activation when there is a declaration by public officials.

N 7.4 Activate Incident Management System.

N 7.4.1 The entity shall execute procedures from the documented plans in accordance with Sections 6.5, 6.8, 6.9, and 6.10.

N 7.4.2 The entity shall execute its incident management system and activities in support of established objectives and tasks.

N 7.4.3 On activation of an emergency operations center (EOC), communications and coordination shall be established between incident command and the EOC.

N 7.5 Ongoing Incident Management and Communications.

N 7.5.1 The entity shall continually assess the impact of the incident on its people, property, operations, and the environment, and re-evaluate/implement its action plan in accordance with established objectives and tasks.

N 7.5.2 The entity shall implement the warning, notification, and communications systems to alert stakeholders who are potentially at risk from an actual or impending incident.

N 7.5.3 Based upon the extent of damage sustained to the entity, all necessary actions to invoke special authorities and request assistance needed to deal with the situation shall be as described in Chapter 4.

N 7.6 Documenting Incident Information, Decisions, and Actions. The entity shall establish and implement a system for tracking incident information received, decisions made, resources deployed, and actions taken during the incident.

N 7.7* Incident Stabilization. The entity shall establish criteria for measuring when the incident has been stabilized.

N 7.8 Demobilize Resources and Termination. The entity shall execute a procedure to terminate the response and demobilize resources when the incident has been stabilized.

Chapter 8 Training and Education

8.1* Curriculum. The entity shall develop and implement a competency-based training and education curriculum that supports all employees who have a role in the program.

8.2* Goal of Curriculum. The goal of the curriculum shall be to create awareness and enhance the knowledge, skills, and abilities required to implement, support, and maintain the program.

8.3 Scope and Frequency of Instruction. The scope of the curriculum and the frequency of instruction shall be identified.

8.4 Incident Management System Training. Personnel shall be trained in the entity's incident management system (IMS) and other components of the program to the level of their involvement.

8.5 Record Keeping. Records of training and education shall be maintained as specified in Section 4.8.

8.6 Regulatory and Program Requirements. The curriculum shall comply with applicable regulatory and program requirements.

8.7* Public Education. A public education program shall be implemented to communicate the following:

- (1) The potential impacts of a hazard
- (2) Preparedness information
- (3) Information needed to develop a preparedness plan

Chapter 9 Exercises and Tests

9.1 Program Evaluation.

9.1.1 The entity shall evaluate program plans, procedures, training, and capabilities and promote continuous improvement through periodic exercises and tests.

9.1.2 The entity shall evaluate the program based on post-incident analyses, lessons learned, and operational performance in accordance with Chapter 10.

9.1.3 Exercises and tests shall be documented.

9.2* Exercise and Test Methodology.

9.2.1 Exercises shall provide a standardized methodology to practice procedures and interact with other entities (internal and external) in a controlled setting.

9.2.2 Exercises shall be designed to assess the maturity of program plans, procedures, and strategies.

9.2.3 Tests shall be designed to demonstrate capabilities.

9.3* Design of Exercises and Tests. Exercises shall be designed to do the following:

- (1) Ensure the safety of people, property, operations, and the environment involved in the exercise or test
- (2) Evaluate the program
- (3) Identify planning and procedural deficiencies
- (4) Test or validate recently changed procedures or plans
- (5) Clarify roles and responsibilities
- (6) Obtain participant feedback and recommendations for program improvement
- (7) Measure improvement compared to performance objectives

- (8)* Improve coordination among internal and external teams and entities
- (9) Validate training and education
- (10) Increase awareness and understanding of hazards and the potential impact of hazards on the entity
- (11) Identify additional resources and assess the capabilities of existing resources, including personnel and equipment needed for effective response and recovery
- (12) Assess the ability of the team to identify, assess, and manage an incident
- (13) Practice the deployment of teams and resources to manage an incident
- (14) Improve individual performance

9.4* Exercise and Test Evaluation.

9.4.1 Exercises shall evaluate program plans, procedures, training, and capabilities to identify opportunities for improvement.

9.4.2 Tests shall be evaluated as either pass or fail.

9.5* Frequency.

9.5.1 Exercises and tests shall be conducted on the frequency needed to establish and maintain required capabilities.

Chapter 10 Program Maintenance and Improvement

10.1* Program Reviews. The entity shall maintain and improve the program by evaluating its policies, program, procedures, and capabilities using performance objectives.

10.1.1* The entity shall improve effectiveness of the program through evaluation of the implementation of changes resulting from preventive and corrective action.

10.1.2* Evaluations shall be conducted on a regularly scheduled basis and when the situation changes to challenge the effectiveness of the existing program.

10.1.3 The program shall be re-evaluated when a change in any of the following impacts the entity's program:

- (1) Regulations
- (2) Hazards and potential impacts
- (3) Resource availability or capability
- (4) Entity's organization
- (5)* Funding changes
- (6) Infrastructure, including technology environment
- (7) Economic and geographic stability
- (8) Entity operations
- (9) Critical suppliers

10.1.4 Reviews shall include post-incident analyses, reviews of lessons learned, and reviews of program performance.

10.1.5 The entity shall maintain records of its reviews and evaluations, in accordance with the records management practices developed under Section 4.8.

10.1.6 Documentation, records, and reports shall be provided to management for review and follow-up.

10.2* Corrective Action.

10.2.1* The entity shall establish a corrective action process.

10.2.2* The entity shall take corrective action on deficiencies identified.

10.3 Continuous Improvement. The entity shall effect continuous improvement of the program through the use of program reviews and the corrective action process.

Annex A Explanatory Material

Annex A is not a part of the requirements of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.1.1 The crisis/disaster/emergency management and business continuity/continuity of operations community comprises many different entities, including the government at distinct levels (e.g., federal, state/provincial, territorial, aboriginal, indigenous, tribal, and local levels); commercial business and industry; nonprofit and nongovernmental entities; and individual citizens. Each of these entities has its own focus, unique mission and responsibilities, varied resources and capabilities, and operating principles and procedures.

A.1.2 The standard promotes a common understanding of the fundamentals of planning and decision making to help entities examine all hazards and produce an integrated, coordinated, and synchronized program for crisis/disaster/emergency management and business continuity/continuity of operations. NFPA 1616 is based upon an integrated program described in

Starting with the 2010 edition of *NFPA 1600*, the standard was organized in the Plan-Do-Check-Act (PDCA) format, as follows:

Plan is the process to determine goals and objectives and the desired outcome(s), and concludes with an agreement to proceed.

Do is executing the actions needed to achieve the desired outcome(s).

Check is evaluating whether the desired outcome(s) has been achieved by those actions.

Act is addressing any gaps between desired outcome(s) and actual outcome(s).

Figure A.1.2 depicts the PDCA cycle.

A.1.3 The application of *NFPA 1600* within the private sector is described in detail in the *NFPA 1600 Handbook* published by the National Fire Protection Association.

The application of *NFPA 1600* used with the United Nations Environmental Program Awareness and Preparedness for Emergencies at the Local Level (APELL) for Technological Hazards is described in Annex G. Annex G describes both international and domestic applications.

A.3.2.1 Approved. The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in

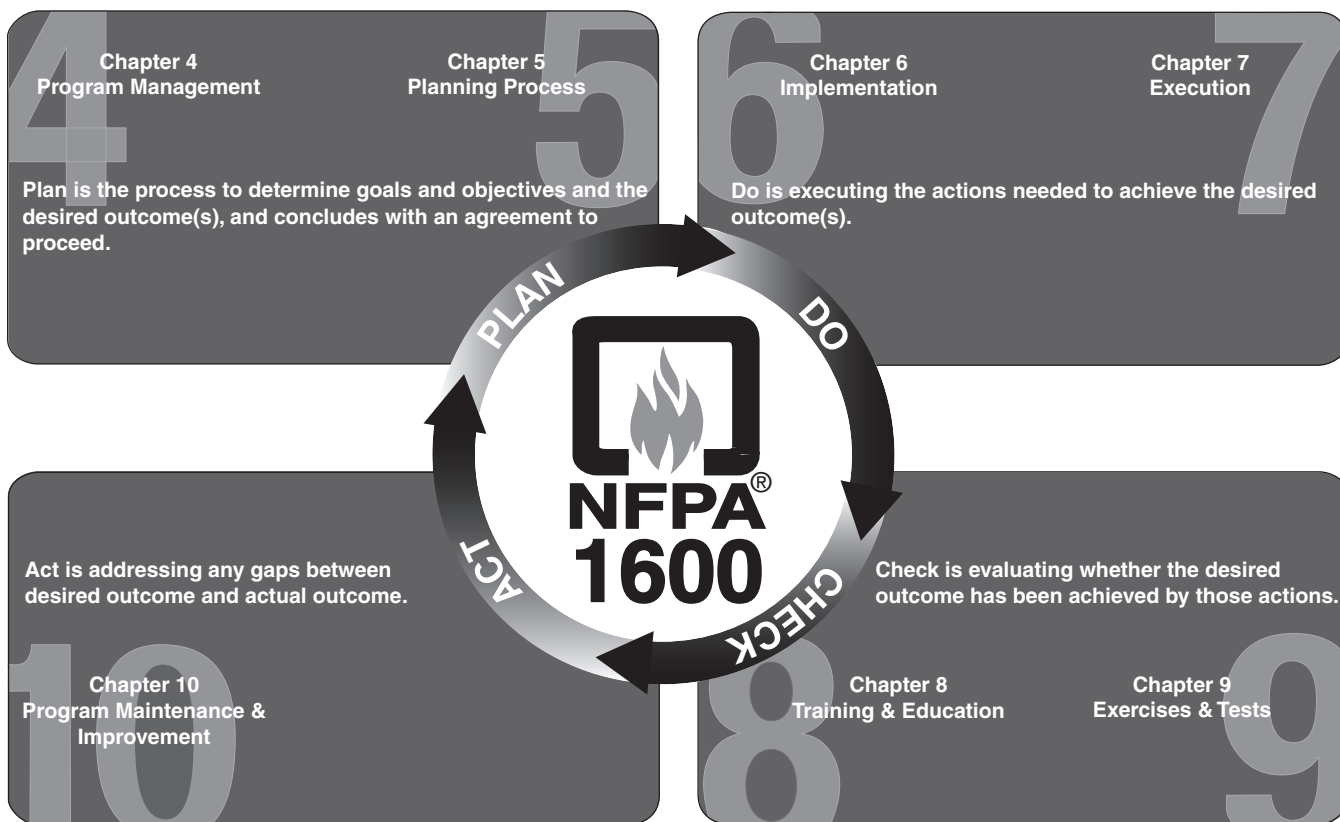


FIGURE A.1.2 The Plan-Do-Check-Act (PDCA) Cycle.

a position to determine compliance with appropriate standards for the current production of listed items.

A.3.2.2 Authority Having Jurisdiction (AHJ). The phrase “authority having jurisdiction,” or its acronym AHJ, is used in NFPA documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

Δ A.3.3.1 Access and Functional Needs. The terminology for this population continues to evolve. Similar terms include *handicapped*, *disabled*, *special needs*, *vulnerable population*, *individuals with medical dependencies*, *specialty care population*, and *vulnerable persons*. (See Annex I.)

Δ A.3.3.3 Business Continuity/Continuity of Operations. The practice of business continuity planning (BCP) as defined by NFPA 1600 and the practice of continuity of operations planning (COOP) as defined within *Continuity Guidance Circular 1*, July 2013 edition, are more similar than not. Terminology varies, as well as the emphasis on various aspects of continuity

planning. The most significant difference between BCP and COOP lies with objectives and the definition of *critical or essential functions* and how demand for public sector essential services could change during an incident.

Objectives. The objective of BCP in the private sector is the continuity of business processes to avoid economic impacts including loss of revenue, dissatisfaction of stakeholders (particularly customers), increased costs, and damage to brand, image, and reputation. The primary focus of COOP in the public sector is the continuity of government including leadership of elected officials, the exercise of civil authority, maintenance of public safety, and sustaining the industrial/economic base.

Responsibility for planning. COOP places responsibility for planning on the “senior elected official,” “administrative head,” and “senior leadership,” which is similar to BCP placing responsibility on senior leadership. The business continuity manager or COOP continuity manager share similar responsibilities as do the business/continuity planning team.

Planning process. Both BCP and COOP have defined a planning process. BCP as defined by NFPA 1600 and industry practices outlines a program development process that aligns with Plan-Do-Check-Act (PDCA). COOP uses the term *standardized continuity program management cycle* that includes multiple pillars and supporting implementation and continuous improvement methods.

Essential functions and critical processes. The identification and prioritization of essential functions (EFs) and essential support-

ing activities are at the core of COOP and are clearly differentiated from BCP. COOP defines *national essential functions (NEFs)* (federal government), *primary mission essential functions* (essential functions that support NEFs), *mission essential functions* (enabling an organization to provide vital services, exercise civil authority, maintain public safety, and sustain the industrial/economic base), and *essential supporting activities* (functions that should continue in a continuity activation, but are not recognized as EFs, such as human resources management, security, and facilities management).

An important distinction between governmental COOP and private sector BCP is the planning for enhanced demand for services during times of emergency and recovery (e.g., during a natural disaster, the demand for public health and safety services, restoration and recovery of public infrastructure, and agencies and departments that permit and approve repair and rebuilding spikes). COOP must anticipate the shift in demand for public services, depending on the type of emergency. Most businesses do not have to plan for a demand surge on their services during times of public emergency, unless they provide critical infrastructure or emergency services for the public sector.

Business impact analysis, business process analysis, and time frames. COOP guidance uses the term *business impact analysis (BIA)* to identify “the effects of failing to perform a function or requirement.” COOP uses the term *business process analysis (BPA)* to define the methodology of “examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, interdependencies, and facilities inherent in the execution of a function or requirement.” BIA in the private sector incorporates a BPA.

COOP specifies that organizations must continuously perform primary mission essential functions (PMEFs) during a continuity activation or resume PMEFs within 12 hours of an event. Mission essential functions must continue throughout or resume rapidly after a disruption of normal activities. BIA does specify the continuity or recovery time frame.

The BIA is at the core of BCP. A BIA is the identification of business processes that are required for the entity to perform its mission and the minimum acceptable level of performance to avoid economic and other impacts. *Critical business processes* is a common term used in BCP, and the BIA identifies and assesses the potential impacts of a disruption. The BIA should provide information for management to determine the point in time [recovery time objective (RTO)] when the impacts of the disruption become unacceptable to the entity. The BIA should also identify the acceptable amount of data loss for physical and electronic records, which is the recovery point objective (RPO). COOP calls for a “data risk assessment” but it does not call out defining RPOs.

The BIA should identify resources and capabilities to sustain business processes at a minimum requirement — both internal and external — including, but not separately identifying, what COOP defines as “essential supporting activities (human resources, security, etc.).”

Continuity strategies. COOP planning includes the concept of relocation as a continuity strategy and identifies an emergency relocation group. There is no difference between relocation as a strategy in COOP or BCP. COOP does define another concept called “devolution” that is defined as the “transition of roles and responsibilities for performance of essential func-

tions through pre-authorized delegations of authority and responsibility.” Once again, this is a potential strategy to be utilized in the private sector, but the term *devolution* is not commonly used. *Reconstitution* is another term used in COOP that does not have a similar term in BCP but equates to recovery, including long-term recovery.

Orders of succession and delegations of authority. COOP emphasizes orders of succession and delegations of authority, which is also an important part of planning in the private sector. However, the need for public entities to ensure compliance with statutes that define lines of succession and the transfer of authority is at the core of COOP.

Terminology varies between BCP (*steering committee, business continuity team, etc.*) and COOP (e.g., *continuity manager, emergency relocation group, and devolution relocation group*) relating to functional positions. *Vital records* in BCP are the same as *essential records* in COOP.

A.3.3.14 Exercise. Exercise is the principal means of evaluating a program’s ability to execute its response and recovery procedures and to validate that those procedures are effective. The purpose of conducting exercises is not to prove what works but to identify gaps or issues before a real event occurs so they can be addressed. It allows the entity to practice procedures and interact in a controlled setting. Participants identify and make recommendations to improve the overall program. Exercises include activities performed for the purpose of training and conditioning team members and personnel in appropriate responses, with the goal of achieving maximum performance.

An exercise can include seminars, workshops, games, drills, tabletops, functional exercises, or full-scale exercises and involve the simulation of a response or operational continuity incident. Exercises can be announced or unannounced and involve participant role-play in order to identify issues that might arise in a real incident.

Δ A.3.3.17 Incident Management System (IMS). The incident management system is based on effective management characteristics that can be used by the public, private, and nonprofit sectors. For an IMS to work effectively, each management characteristic should contribute to the strength and efficiency of the overall system.

The following are common characteristics of incident management systems:

- (1) *Common Terminology.* Common terminology allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology is covered in A.3.3.17(2) through A.3.3.17(12).
- (2) *Organizational Functions.* Major functions and functional units with incident management responsibilities are named, and defined terminology for the organizational elements involved is standard and consistent. The incident management entity establishes a process for gathering, sharing, and managing incident-related information and intelligence.
- (3) *Modular Entity.* The organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. Where needed, separate functional elements can be estab-

- lished, each of which can be further subdivided to enhance organizational management and coordination.
- (4) *Comprehensive Resource Management.* Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities. Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.
 - (5) *Incident Facilities.* Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of objectives, such as decontamination, donated goods processing, mass care, and evacuation. Typical facilities for emergency response and operations include incident command posts, bases, camps, staging areas, mass casualty triage areas, and other facilities as required. Recovery operations are commonly managed through a physical or virtual central operations center commonly referred to as an emergency operations center (EOC) or command center. Alternate operating facilities might also be established for recovery of operations or technology.
 - (6) *Management by Objectives.* Management by objectives represents an approach that is communicated throughout the entire entity. This approach includes establishing overarching objectives for the following:
 - (a) Developing and issuing assignments, plans, procedures, and protocols
 - (b) Establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them in support of defined strategic objectives
 - (c) Documenting results to measure performance and facilitate corrective action
 - (7) *Reliance on an Incident Action Plan.* Incident action plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
 - (8) *Manageable Span of Control.* Span of control is key to effective and efficient incident management. Although effective span of control varies, the span of incident management supervisory responsibility in the U.S. public sector is typically three to seven subordinates. The type of incident, the nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control considerations.
 - (9) *Integrated Communications.* Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various responding areas involved. It is necessary to maintain communications connectivity and discipline and to enable common situational awareness and interaction. Preparedness planning should address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.
 - (10) *Establishment and Transfer of Command.* The command function has to be clearly established from the beginning of incident operations. In the U.S. public sector, the agency with primary jurisdictional authority over the incident designates the individual at the scene who will be responsible for establishing command. Private sector command could fall to a local team with tactical responsibilities for a specific site or technology, or if the incident impact is large enough, to the senior leaders of the entity or the board of directors. When command is transferred, the process should include a briefing that captures all essential information for continuing safe and effective operations.
 - (11) *Chain of Command and Unity of Command.* Chain of command refers to the orderly line of authority within the ranks of the incident management system. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels have to be able to control the actions of all personnel under their supervision.
 - (12) *Unified Command (UC).* In the U.S. public sector, incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command (UC) allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.
- Although a single incident commander normally handles the command function, an incident management system (IMS) can be expanded into a UC. The UC is a structure that brings together the incident commanders of all major entities, which could include personnel from both private, nonprofit, and public sectors involved in the incident, in order to coordinate an effective response while at the same time carry out their own jurisdictional responsibilities. The UC links the entities responding to the incident and provides a forum for the entities to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and nongovernment responders blend together throughout the operation to create an integrated response team.
- The entity should participate in business or private sector emergency operations centers if made available by state or local government emergency management agencies, or local nonprofit or nongovernmental emergency preparedness organizations.
- N A.3.3.19 Mitigation.** Mitigation focuses on the impact of a hazard, encompassing the structural and nonstructural approaches taken to eliminate or limit a hazard's presence, peoples' exposure, or interactions with people, property, and the environment. The emphasis on sustained actions to reduce long-term risk differentiates mitigation from those tasks that are required to survive an emergency safely.
- A.3.3.20 Mutual Aid/Assistance Agreement.** The term *mutual aid/assistance agreement*, as used herein, includes cooperative agreements, partnership agreements, memoranda of understanding, memorandum of agreement, intergovernmental compacts, or other terms commonly used for the sharing of

resources. Agreements can be executed between any combination of public, private, and not-for-profit entities.

A.3.3.22 Prevention. The term *prevention* refers to activities, tasks, programs, and systems intended to reduce the likelihood of an incident from occurring.

Prevention can apply to accidental and intentional human-caused incidents and technology-caused incidents. Some examples of preventive actions include the following:

- (1) Accident prevention and safety programs to reduce the frequency of workplace accidents
- (2) Gathering intelligence and information and implementing countermeasures such as enhanced surveillance and security operations; investigations to determine the nature and source of the threat; and law enforcement operations directed at deterrence, pre-emption, interdiction, or disruption to prevent or deter human-caused intentional incidents
- (3) Implementation of network and information security to help prevent penetration of networks and intercept malware; analyses of the vulnerability of systems to identify means to prevent incidents caused by interruption, disruption, or failure of technology

A.3.3.23 Recovery. Recovery programs are designed to assist victims and their families, restore entities to suitable economic growth and confidence, relocate or rebuild destroyed property, and reconstitute government operations and services. Recovery actions can be short term or long term, often continuing long after the incident has ended. Recovery programs include mitigation components designed to avoid damage from future incidents.

A.3.3.25 Resource Management. This system includes a process for identifying, categorizing, ordering, mobilizing, tracking, and recovering and demobilizing resources, as well as a process for reimbursement for resources, as appropriate.

A.3.3.26 Response. The term *response* refers to the actions taken by an entity to mitigate an incident or event. Actions can include activities, tasks, programs, and systems to protect life safety, meet basic human needs, preserve or restore operational capability, and protect property and the environment.

A.4.2 It is not the intent of this standard to restrict the users to the title *program coordinator*. It is recognized that different entities use various forms and names for the person who performs the program coordinator functions identified in the standard. Examples of titles are *emergency manager* (for the public sector), and *business continuity manager* (for the private and nonprofit sectors). A written position description should be provided.

Certification programs for emergency managers and business continuity/continuity of operations professionals can be found through organizations such as Disaster Recovery Institute International (DRII) and FEMA's Emergency Management Institute, and the Certified Emergency Manager (CEM) program administered by International Association of Emergency Managers (IAEM).

- **A.4.3.1** Performance objectives should be established for all elements in the program and should be linked to human performance.

An example of a technique for the development of performance objectives is the following SMART acronym for checking:

- (1) *Specific.* The wording must be precise and unambiguous in describing each objective.
- (2) *Measurable.* The design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved.
- (3) *Action oriented.* An objective must have an action verb that describes the expected accomplishments.
- (4) *Realistic.* Objectives must be achievable with the resources that the entity can allocate or make available.
- (5) *Time sensitive.* Time frames should be specified (if applicable).

- **A.4.4.4** When the representation on the program committee is being determined, consideration should be given to public sector representation on a private or nonprofit sector committee and vice versa, which will help to establish a coordinated and cooperative approach to the program.

The entity should determine if local government agencies and nonprofit or nongovernmental organizations have adopted relevant local emergency response, preparedness, and resiliency policies, programs, or training efforts.

A.4.5.1(2) Goals and objectives should be consistent with the entity's policy, vision, mission statement, roles and responsibilities, and enabling authority. Consideration should also be given to financial constraints, management support, regulatory requirements, and codes of practice.

The entity should also consider local cultural and religious customs as well as demographics when developing the program.

A.4.5.1(3) Industry codes of practices and guidelines and applicable regulations should also be considered along with any other directive established by the entity or the organization. In particular, applicable codes and ordinances can include requirements for the design or upgrade of protective and other building components to support emergency management (prevention, mitigation, response, continuity, and recovery).

A.4.5.3 Key program elements cross boundaries during prevention, mitigation, response, continuity, and recovery. Each element should be considered interrelated with other elements and can be considered concurrently. The use of the terms, phases, elements, or components varies from program to program.

- **A.4.6.1** The entity should research applicable legal, regulatory, and other industry requirements that are related to the hazards, threats, and risks associated with the entity's facilities, activities, functions, products, services, and supply chain; the environment; and stakeholders. The entity should document this information and keep it up to date.

- **A.4.6.3** If, through exercise or incident analysis, program evaluation, or corrective action, limitations in the applicable legislation, regulations, directives, policies, and/or codes of practice are discovered, a formal process should exist to amend them. This should include an understanding of the steps necessary to make or influence needed change.

Consideration should be made for periodic review of existing applicable legislation, regulations, directives, policies, and/or codes of practice to determine whether new legislation, regulations, directives, policies, and/or codes of practice should be developed and introduced through appropriate means.

A.4.7.2 It is important to have sound financial and administration procedures for daily operations. It is equally important to have procedures in place that will allow an entity to expedite financial decision making following an incident. This includes procedures for expediting financial approval for spending in support of recovery efforts and for proper accounting of recovery costs.

A.4.7.4(2) The entity should consider establishing contracts for resources in advance of an incident.

A.4.7.4(4) In order to reduce the threat of opportunistic fraud, it is important that the entity establish procedures to maintain financial controls even if normal processes to do so are impacted by the event.

A.4.8 Records management is designed to aid in the identification, backup, protection, and access to paper-based and electronic records that are vital to the entity and required for the crisis/disaster/emergency management and business continuity/continuity of operations program. It is not the intent of this section to require a records management program for all of the entity's records.

Records management practices should include the following activities:

- (1) Creating, approving, and enforcing records management policies, including a classification system and a records retention policy
- (2) Developing a records storage plan, including the short-term and long-term housing of physical records and digital information
- (3) Identifying existing and newly created records and classifying and storing them according to standard operating procedures (SOPs)
- (4) Coordinating the access and circulation of records within and outside the entity
- (5) Executing a retention policy to archive and destroy records according to operational needs, operating procedures, statutes, and regulations

A.5.1 See Figure A.5.1.

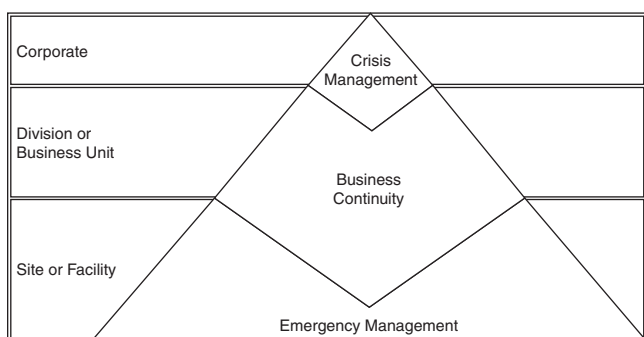


FIGURE A.5.1 Planning: Large Corporation (Entity).

A.5.1.1 A planning process is defined by DRI International, Inc. (DRII) in the Ten Profession Practices.

A.5.1.3 The results of a risk assessment and an impact analysis identify the highest potential risks and the risks with the highest impact into the entity. This will allow the entity to focus prevention and mitigation measures on those risks that are likeliest to occur and/or those that would have the greatest impact. (See Figure A.5.1.3.)

A.5.1.4 The results of the risk assessment, impact analysis, and resource needs assessment will enable the entity to understand what procedures should be documented in the emergency response, emergency operations, crisis management, continuity, and recovery plans.

A.5.1.5 The majority of incidents that affect life, health, and safety are the purview of emergency response. A plan for returning to normal operation following a business disruption is the focus of business continuity/continuity of operations. The goal of crisis management is to minimize disruption and to influence the outcome of the crisis. The crisis management team, which is led by senior management, is responsible for the broad strategic decisions that affect the entity's reputation and for the long-term consequences of a severe incident.

Crises can create issues or threaten consequences that can disrupt the entity's ability to do business. They are best mitigated by proactively addressing such issues before they have escalated to a crisis. Recognizing the signs of a potential crisis and proactively addressing the issue(s) can help mitigate any damage to the reputation and finances of the entity.

When activated, the crisis management team is the ultimate authority on the entity's response to the crisis. The crisis management team's primary function is to identify, evaluate, and manage the strategic issues that impact the entity without becoming involved in the details of the on-site emergency response actions. The crisis management team focuses on forecasting consequences of the incident and is responsible for keeping other senior managers and executives informed of current and anticipated response activities as well as formulating long-term strategic response plans.

Crisis management activities can include the following:

- (1) Acting as a clearinghouse for all information
- (2) Coordinating support to the site of the incident
- (3) Coordinating the response activities of a group or functional areas
- (4) Coordinating the implementation of business continuity/continuity of operations or disaster recovery plans and management of issues stemming from an incident
- (5) Supporting leaders in crisis management activities

The crisis management team should address the following:

- (1) Consequences of disruptions
- (2) Implications of media, community, and government relationships
- (3) Concerns about inter- and intra-organizational ramifications
- (4) Impacts on strategic plans
- (5) Consequences for labor and contractor relations
- (6) Legal and financial liability
- (7) Insurance implications
- (8) Environmental issues
- (9) Impacts on international relations

- (10) Potential for industrywide, communitywide, statewide, or countrywide concerns

The roles and responsibilities of the crisis management team can include the following:

- (1) Communicate with board of directors or public sector leadership
- (2) Define policy
- (3) Commit assets
- (4) Provide overall management and direction

See Figure A.5.1.5.

A.5.1.6 The entity should seek out local government emergency management agencies, or local nonprofit or nongovernmental emergency preparedness organizations to include as stakeholders in the planning process. Examples of the latter classification are local emergency planning committees organized under the Emergency Planning and Community Right-to-Know Act, or Awareness and Preparedness for Emergencies at

the Local Level (APELL) coordinating groups as described in Annex G.

A.5.2 Risk assessment is a process for identifying potential hazards/risk exposures and their relative probability of occurrence; identifying assets at risk; assessing the vulnerability of the assets exposed; and quantifying the potential impacts of the hazard/risk exposures on the assets. Periodic reassessment is needed when changes to the entity occur. Reassessment is also necessary because hazards/risk exposures change over time, and the collective knowledge of hazards/risk exposures develops over time.

In addition to identifying hazards that could be the primary cause of an incident, consideration should also be given to those secondary hazards or cascading events that could cause additional impacts to the entity and its assets. As an example, a fire could result in injury or death, property damage, interruption of operations, contamination of the environment, and negative attention on the entity.

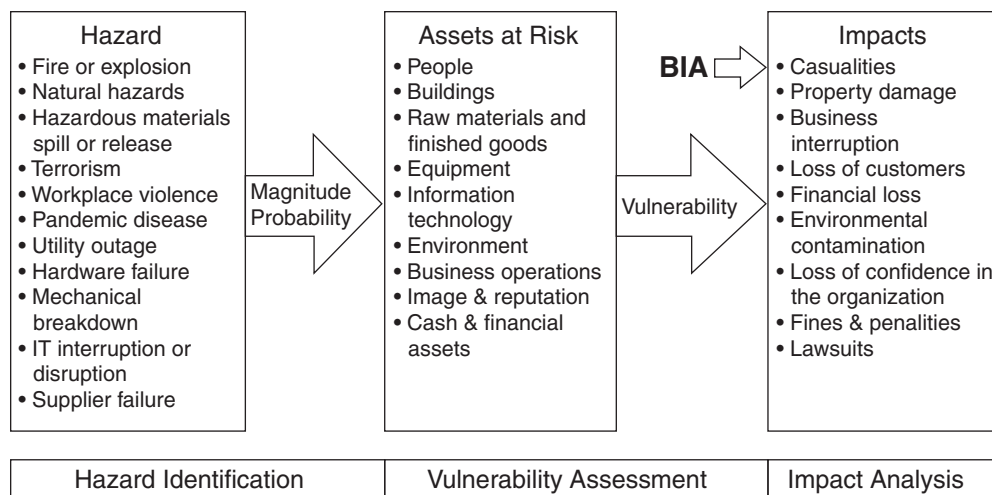


FIGURE A.5.1.3 Risk Assessment Process.

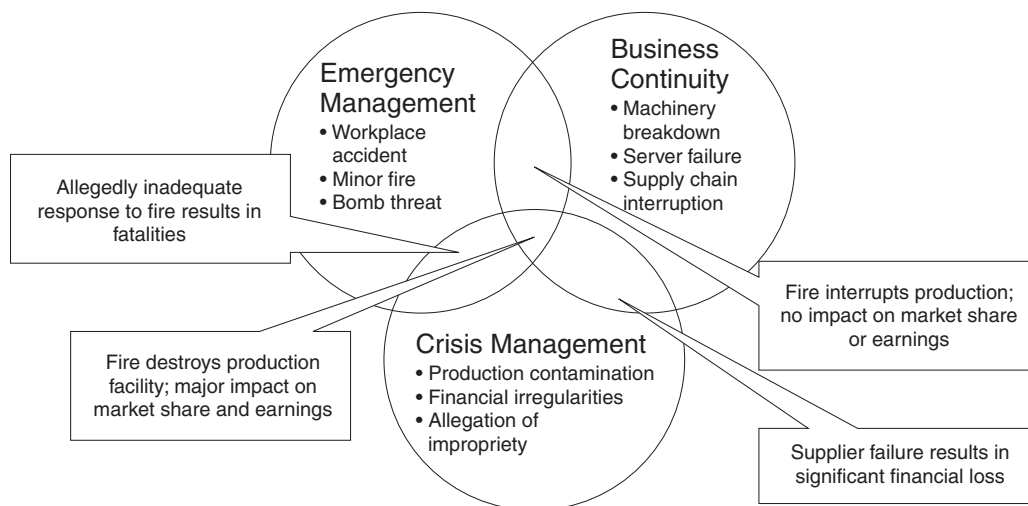


FIGURE A.5.1.5 Program Components.

A comprehensive risk assessment identifies the range of hazard/risk exposures, including threats, hazards, or disruptive incidents, that have impacted or might impact the entity, the surrounding area, or the critical infrastructure supporting the entity. The potential impacts of each threat, hazard/risk exposure, or disruptive incident are determined by the capabilities of the perpetrator, the magnitude of the hazard, and the scope of the incident, as well as the vulnerability of people, property, technology, the environment, and the entity's operations to the threat, hazard, or incident and the adequacy of existing mitigation. There are multiple methods to perform a risk assessment, but the entity should adhere to the following steps for conducting a comprehensive risk assessment:

- (1) Determine the methodology the entity will use to conduct the assessment and determine whether the entity has the necessary expertise to perform the assessment.
- (2) Consult with internal or external experts with the expertise to assess the vulnerability of the entity's assets from identified hazards.
- (3) Identify and categorize assets (human resources, buildings, equipment, operations, technology, electronic information, suppliers, vendors, third-party service providers, etc.).
- (4) Identify threats and hazards — natural, human-caused (accidental and intentional), and technology-caused.
- (5) Evaluate hazard/risk exposures to which the entity is exposed.
- (6) Assess the existing/current preventive measures and mitigation controls in place against credible threats.
- (7) Categorize threats, hazard/risk exposures, and potential incidents by their relative frequency and severity. Keep in mind that there might be many possible combinations of frequency and severity for each, as well as cascading impacts.
- (8) Evaluate the residual hazard/risk exposures (those that remain hazardous after prevention and mitigation activities).

Information from the risk assessment and impact analysis will help determine priorities for prevention and mitigation activities as well as prioritize development of plans and procedures. The entity should attempt to prevent, mitigate, prepare for, plan to respond to, and plan to recover from incidents that have significant potential to impact people, property, operational capabilities including technology, the environment, and the entity itself. The information provided from the risk assessment is not intended to be all-inclusive.

A.5.2.2.1(3)(b) Avian flu, H1N1, plague, smallpox, anthrax, Ebola, West Nile virus, foot and mouth disease, severe acute respiratory syndrome (SARS), or bovine spongiform encephalopathy (BSE, "mad cow" disease)

A.5.2.2.1(4)(b) Machinery, confined space, high angle, or water

A.5.2.2.1(4)(e) Flammable/combustible liquid; flammable/combustible gas; flammable solid; oxidizer; poison; explosive, radiological, or corrosive material

A.5.2.2.1(4)(i) Motor vehicle, railroad, watercraft, aircraft, pipeline

A.5.2.2.1(4)(k) Failure of a dam or levee

A.5.2.2.1(5)(i) Virus, worm, hacking, Trojan horse, botnets, phishing, spyware, malware, ransomware, or denial of service

A.5.2.2.1(5)(n) Explosive, chemical, biological, radiological, nuclear, cyber, or electromagnetic pulse

A.5.2.2.1(6)(a) Outages, data corruption, deletion, loss of (Internet or intranet), loss of electronic data interchange or e-commerce, loss of domain name server (DNS), interdependencies, direct physical loss, vulnerability exploitation, loss of encryption, or improper system use by employee

A.5.2.2.1(6)(b) Telecommunications, electrical power, water, gas, steam, HVAC, pollution control system, sewage system, or other critical infrastructure

A.5.2.2.2 Supply chain interruption [e.g., loss of shipping or transportation, vendor failure (single or sole source provider)], including direct and indirect effects on the supply chain based on impacts from the expanded lists of hazards included in this document.

A.5.2.3(4) In order to maintain continuity of operations, the entity should identify essential or critical functions and processes, their recovery priorities, and their internal and external interdependencies, so that recovery time objectives can be set. Consideration also should be given to situations that cause the entity to become incapable of response or incapable of maintaining any continuity of operations for the foreseeable future. This process is called a business impact analysis (BIA) and is defined further in Section 5.3.

A.5.2.3(6) Assets include production machinery and processing equipment, tools, finished goods/inventory, raw materials, vehicles, electronic information, vital records, patents, intellectual property, and personnel/institutional knowledge. The analysis of impacts also should include evaluation of the infrastructure necessary to operate buildings, equipment, and technology.

A.5.2.3(10) Quantification of the potential economic and financial impacts resulting from property damage, interruption or disruption of operations, and environmental contamination provides input into the determination of where to invest in mitigation and planning efforts.

A.5.2.5 It is important to consider the cascading impacts of regional, national, or international incidents. One example is the cascading impacts of a hurricane. Direct impacts can include wind and flood damage. Secondary impacts can include telecommunications, electrical power, and transportation disruptions, both inside and outside the direct impact area. The earthquake and tsunami in Japan in 2011 resulted in supply chain interruptions around the world. The terrorist attacks of September 11, 2001, shut down air travel in the United States for days and impacted the financial markets.

Δ A.5.3.1.1 Working with resources throughout the entity, identify all the entity's functions and related processes. Items such as organization charts, mission statement, operational procedures, and so forth, might assist the planner in identifying processes within the entity.

A.5.3.1.2 Working within each of the entity's operational areas, document the resources each process needs in order to operate successfully. For example, how many people are needed and what skill sets do they need? What equipment is needed to complete the process? What kind of infrastructure is required? What technology is required? What information is required? What suppliers are used by the process? Identify the lines of process flow (e.g., material flow, information flow,

people movement, and cash flow) and time constraints. Typical output of the BIA will provide a process flow for the entire entity.

Δ A.5.3.2 The BIA should also consider evaluating the following:

- (1) Identify the interdependencies with key internal and external stakeholders, which could include mapping the nature of the interdependencies through the supply chain (inbound and outbound).
- (2) Determine what resources are provided by single source (this is the only supplier that can provide this) and sole source (this is the only provider we choose to provide this) suppliers and the essential level of resources required to continue operations at a minimum acceptable level following a disruption. Identify the financial, regulatory, customer, or operational impacts, including potential bottlenecks, upstream and downstream to supply chains, and any long lead time equipment provided by single-source and sole-source suppliers.
- (3) Identify the impacts resulting from single points of failure in resources needed to support the process. Examples include a process operating in only one site, single electrical feed to the building, single application that provides the ability to perform a task.
- (4) Identify the qualitative (unmeasurable) and quantitative (measurable) impacts and consequences to the entity's processes should the personnel, equipment, infrastructure, technology, information, and/or supply chain identified be disrupted.

A.5.3.2.1 The RTO represents the maximum period of time the entity can tolerate the loss of capability. Determine the RTO for each process, based on the identified consequences and the critical success factors for the function. Determine the severity of the impact over time if the RTO is not met. All the resources required to execute operational capability should have an identified RTO.

A.5.3.3 The RPO is the point in time from which data is recovered, i.e., the last good backup off site at the time of the event. Any activities that occurred after this point are lost and will need to be recreated by some other means. This includes activities occurring in technology applications, work in progress in operational areas, and vital records stored on site. The amount of time between the RPO and the time of disruption equals the amount of loss sustained during the incident. It can be deemed as the acceptable amount of data loss.

Δ A.5.3.4 The BIA should document the gap between what capabilities the entity has demonstrated and what it requires in order to meet the defined RTO and RPO. For example, if the BIA determined that an application required by a process needs to be available RTO in 4 hours, yet the most recent recovery exercise for the application demonstrated the recovery took 12 hours, then there is a gap of 8 hours between what is needed and what has been demonstrated. The same is true of RPO. If the BIA identified that the process needed the data to be less than 24 hours old, yet the data is only backed up and sent off site weekly, that would indicate a gap of up to 6 days between the RPO needed and the RPO demonstrated.

A.5.3.5 Recovery strategies provide a means to restore operations quickly and effectively following a service disruption. The recovery strategies should consider the impacts of disruption and allowable outage times identified in the impact analysis, as well as cost, security, and integration with larger, entity-level

recovery plans. RTOs and RPOs are often used as the basis for the development of recovery strategies and as a determinant as to when to implement the recovery strategies during a disaster situation. Three examples follow:

- (1) An RTO in the range of a few minutes to hours might require that the operational process be fully functional in two geographically diverse sites that are fully equipped and staffed. In technology environments, this might require that two facilities either operate in parallel (active/active, mirroring) or at least duplicate the primary environment (active/passive, clustering or high availability).
- (2) An RTO expressed in days to weeks can be sufficiently addressed by transferring the operations and staff to an alternative site, such as a commercial recovery facility or an internally developed and maintained hot, warm, or mobile site.
- (3) An RTO expressed in months can be sufficiently addressed by a cold site that requires that all necessary equipment, technology, and supplies be re-established at the time of the event.

A.5.3.6 Supplier/vendor/third-party risk management should be implemented for those suppliers that have the potential to have an impact on the entity's ongoing operations should the supplier face a disruption. This should include the review of the supplier's business continuity, disaster recovery, crisis management, and emergency response and operations plans.

A.5.4.1 Scenarios developed during the risk assessment and BIA should be used to identify resources needed by the program. Resources for emergency operations/response to protect life safety, stabilize the incident, and protect property should be identified. Resources required to execute recovery strategies within the RTO also should be identified. The resource needs assessment should identify resource requirements necessary to achieve performance objectives.

A.5.4.2(1) The resource needs assessment might include "credentialing," which addresses the need for individuals licensed (e.g., doctors, engineers) in one jurisdiction (state or country) performing their professional duties (as volunteers or under mutual aid compacts) during an incident in a jurisdiction where they are not licensed or do not hold the proper credentials. Credentialing provides minimum professional qualifications, certifications, training, and education requirements that define the standards required for specific emergency response functional assignments.

A.5.4.3 Resources can be prepositioned to expedite deployment. These resources can include the following:

- (1) Alternate locations
- (2) Supplies (first aid, personal hygiene, consumable, administrative, and ice)
- (3) Sources of energy (electrical and fuel) and emergency power systems
- (4) Medical equipment
- (5) Communications technology for both voice and data
- (6) Food and water
- (7) Technical information
- (8) Clothing
- (9) Shelter
- (10) Specialized human resources (medical, faith-based, and volunteer entities; emergency management staff; utility workers; morticians; and private contractors)

- (11) Vehicles, tools, and equipment
- (12) Technology (computers, servers, routers, printers, etc.)
- (13) Spatial data

All program equipment should be checked and tested on a regularly scheduled basis to ensure it will function properly when required. This might include vehicles, personal protective equipment (PPE), radio, information technology equipment, and warning and alerting devices and equipment, including sirens, special emergency response equipment, and so forth.

Δ **A.5.4.5** The term *mutual aid/assistance agreement*, as used here, includes cooperative assistance agreements, intergovernmental compacts, or other terms commonly used for the sharing of resources. Partnerships can include any combination of public, private, and nonprofit entities or NGOs.

Mutual aid/assistance and partnership agreements are the means for one entity to provide resources, facilities, services, and other required support to another entity during an incident. Each entity should be party to the agreement with appropriate entities from which they expect to receive or to which they expect to provide assistance during an incident. This would normally include neighboring or nearby entities, as well as relevant private sector nonprofit entities or NGOs. States should participate in interstate compacts and look to establish intrastate agreements that encompass all local entities. Mutual aid/assistance agreements with nonprofit entities or NGOs, such as the International Red Cross/Red Crescent, can be helpful in facilitating the timely delivery of private assistance.

If needed, agreements should be in writing, be reviewed by legal counsel, be signed by a responsible official, define liability, and detail funding and cost arrangements. Agreements should include the following:

- (1) Definitions of key terms used in the agreement, including *intellectual property*, *duration of the agreement*, and *duration of assistance*
- (2) Roles and responsibilities of individual parties
- (3) Procedures for requesting and providing assistance, including mobilization and demobilization
- (4) Procedures, authorities, and rules for payment, reimbursement, and allocation of costs
- (5) Notification procedures
- (6) Protocols for interoperable communications
- (7) Relationships with other agreements among entities
- (8) Workers' compensation
- (9) Treatment of liability and immunity
- (10) Recognition of qualifications and certifications

A.6.1.1 The plan developed by the program needs to address the safety and health of personnel and needs to be part of prevention and mitigation planning, emergency response and operations planning, and continuity and recovery planning.

Recovery operations can be particularly hazardous. Due to the nature of the recovery, normal operations might be disrupted and the hazards uncontrolled. For example, work conditions change drastically after hurricanes and other natural disasters. In the wake of a hurricane, response and recovery workers face additional challenges, such as downed power lines, downed trees, and high volumes of construction debris, while performing an otherwise familiar task or operation. Procedures and training are needed to help ensure safe performance of those engaged in cleanup after an incident.

Corrective actions to eliminate or mitigate hazard exposure should be aggressive and complete, but they also should be carefully considered before implementation so as not to create a new set of hazard exposures.

■ **A.6.1.2** Assumptions used in preparation of plans, especially those regarding hazard identification, risk assessment, analysis of potential impacts, and the availability and capability of resources, should be identified, evaluated, and validated during the planning process. Confidential or sensitive information can be redacted or protected.

Δ **A.6.1.3** Many entities have written one or more plan documents for their programs. For example, environmental health and safety, security, emergency response, business continuity/continuity of operations, and crisis management and communications plans are written by private sector entities. Within the public sector, mitigation, emergency management, continuity of operations, and other plans are written. The committee's intent in 6.1.3 is to provide flexibility for the user to create needed program plans. However, development of all plans should be coordinated, and plans should be sufficiently connected to ensure that they meet the needs of the entity.

• **A.6.2.1** Common prevention and deterrence strategies include the following:

- (1) Security patrols inside and outside facilities; increased inspections of vehicles entering the facility; background checks of personnel
- (2) Access controls, including perimeter fence line and gates, access control systems, camera surveillance, intruder detection systems (motion-sensing cameras, infrared detectors)
- (3) Immunizations, isolation, or quarantine
- (4) Land use restrictions to prevent development in hazard-prone areas, such as flooding areas or construction of hazardous materials facilities in areas near schools, in population centers, or in areas of identified critical infrastructure
- (5) Uninterruptible power supply (UPS) to provide short-term backup power to critical electrical components, including the data center power distribution unit (PDU), desktop computers in time-sensitive operational areas, phone switchboard (PBX), the HVAC system, and safety controls such as elevators and emergency lighting
- (6) Gasoline- or diesel-powered generators to provide long-term backup power
- (7) Crime prevention through environmental design (CPTED), including site layout, landscape design, and exterior lighting
- (8) Personnel management
- (9) Background investigations
- (10) Cyber security, including firewalls, intrusion detection, virus protection, password management, cryptographic key management, and access to information based on need to know

A.6.2.2 Techniques to consider in a prevention strategy include the following:

- (1) Ongoing hazard identification
- (2) Threat assessment
- (3) Risk assessment
- (4) Analysis of impacts
- (5) Operational experience, including incident analysis
- (6) Information collection and analysis

- (7) Intelligence and information sharing
- (8) Regulatory requirements

The cost-benefit analysis should not be the overriding factor in establishing a prevention strategy. Other considerations have indirect benefits that are difficult to quantify (e.g., safety, property conservation).

A.6.3.1 Mitigation strategies can include the following:

- (1) Use of applicable building construction standards
- (2) Hazard avoidance through appropriate land use practices
- (3) Relocation, retrofitting, or removal of structures at risk
- (4) Removal or elimination of the hazard
- (5) Reduction or limitation of the amount or size of the hazard
- (6) Segregation of the hazard from that which is to be protected
- (7) Modification of the basic characteristics of the hazard
- (8) Control of the rate of release of the hazard
- (9) Provision of protective systems or equipment for both cyber risks and physical risks
- (10) Establishment of hazard warning and communication procedures
- (11) Redundancy or diversity of essential personnel, critical systems, equipment, information, operations, or materials
- (12) Acceptance/retention/transfer of risk (insurance programs)
- (13) Protection of competitive/proprietary information

A.6.3.2 Development of the mitigation strategy should consider the following:

- (1) Explanation of hazard and vulnerabilities
- (2) Quantification of the risk if unmitigated
- (3) Anticipated cost
- (4) Anticipated benefit
- (5) Cost-benefit analysis
- (6) Prioritization of projects based on probability of occurrence and severity of potential impacts
- (7) Planned changes to the entity
- (8) Project timeline
- (9) Resources required
- (10) Funding mechanism

Hazard/risk exposure can be eliminated or minimized by removing the hazards or by not performing the hazardous task. However, complete elimination of risk is not always be feasible, and controls should then be instituted.

Hazard control begins with identification of the hazard and the vulnerability of people or assets potentially exposed and elimination or mitigation according to the hierarchy of controls as follows:

- (1) *Elimination or substitution.* Whenever possible, the hazard should be eliminated from the work area (e.g., repairing or removing fallen electrical power lines before allowing other work to proceed in the area). Although desirable, elimination or substitution might not be options for most airborne/chemical hazards created by an incident.
- (2) *Engineering controls.* Steps should be taken to reduce or eliminate exposure to a hazard through engineering controls such as the installation of ventilation systems, automatic sprinklers (building), or special protection systems.

- (3) *Administrative controls.* Work practices should be implemented that reduce the duration, frequency, and severity of risk exposures. Safety and health controls include training, safety procedures, observations, and enforcement of safe behavior, for example, using well-rested crews and daylight hours to perform higher hazard or unfamiliar tasks, requiring frequent breaks during hot weather, removing nonessential personnel from the area during certain tasks/operations, and decontaminating equipment and personnel after contact with contaminated floodwater or chemicals, and when possible, using water to suppress dust and work upwind in dusty conditions.
- (4) *Personal protective equipment (PPE).* If hazard exposures cannot be engineered or administratively controlled, individuals should be shielded or isolated from chemical, physical, and biological hazards through the use of PPE. Careful selection and use of adequate PPE should protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing. Examples of PPE are safety glasses and goggles for eyes, gloves for hands, and respirators to protect the lungs. Control of the hazard exposures should not stop with providing PPE.

A.6.3.3 Corrective actions to eliminate or mitigate hazard exposure should be aggressive and complete, but they also should be carefully considered before implementation so as not to create a new set of hazard exposures.

A.6.5.1 The crisis communications plan should include a pre-established structure and process for gathering and disseminating emergency or crisis information to both internal and external stakeholders. The communications plan should identify not only key stakeholders but also who on the communications team is responsible for tailoring and communicating appropriate information to each stakeholder group before, during, and after an incident. Formal awareness initiatives should be established in advance of an emergency with the intention of reaching populations that could be impacted by a risk or hazard. A means of collecting inquiries and responding to concerns from the public also should be incorporated into the process to better ensure a two-way dialogue. This can be done through pamphlets, websites, social media, community meetings, newsletters, and other means.

A.6.5.2 The entity should create a basic communications structure that is flexible enough to expand and contract to fit the needs of the situation. Communications activities should be coordinated not only among the various communications functions that have been activated but also with the site team and response entity.

A joint information center (JIC) can be established during incident operations to support the coordination and dissemination of critical emergency as well as public affairs information from all communications operations related to the incident, including federal, state, local, and tribal public information officers (PIOs) as well as private entity or corporate communications staff. The JIC can be physical or virtual.

A.6.5.2(1) Stakeholder liaisons and others tasked with communications responsibilities should coordinate information through a central communications hub to ensure an organized, integrated, and coordinated mechanism for the delivery of understandable, timely, accurate, and consistent information to all parties. Information or tools that can be prepared in advance, such as pre-scripted information bullets or template

press releases, can help speed the release of information. Similarly, narrowing the time between when information becomes known and when it is approved for release to the public can be a critical factor in shaping public opinion.

A.6.6.1 The entity should determine warning, notification, and communications needs based on the hazards and potential impacts identified during the risk assessment and the capabilities required to execute response, crisis communications, continuity, and recovery plans, procedures, and public education/emergency information programs.

Warning systems can include fire alarm, emergency voice communication, public address, mass notification, social media, and other systems designed to warn building occupants, people on a campus, or citizens in the community that there is a threat or hazard and to take protective action. Notification systems are used to alert members of response, continuity, and recovery teams as well as external resources (public emergency services), regulators, management, and so forth. Communications needs include two-way radio systems, and wired and wireless voice and data communications, among other systems. See Annex K for additional information on alerting and warning systems.

A.6.6.2 Since warning, notification, and communications systems must be immediately available and functional to warn persons potentially at risk, to alert persons to respond, and to enable communications between responders, reliability of systems and equipment is critically important. Redundancy in systems and equipment provides assurance that essential warnings, notifications, and communications can be made. Systems and equipment must be interoperable to ensure that responders are able to communicate effectively during an incident. Also see 3.3.18, Interoperability.

A.6.6.3 The entity should identify the circumstances requiring emergency communication and the stakeholders that would need to be warned. Protocols defining the circumstances and procedures for implementing communications should be established in advance, tested, and maintained. Scripting templates for likely message content and identification of the best communication mechanisms in advance reduce the time necessary to communicate and enhance the effectiveness of messages.

Stakeholders will vary depending on the entity. Typical stakeholders for many entities include the media, government, customers, employees and their families, vendors, suppliers, community, visitors, and investors.

A.6.6.5 A common format for gathering pertinent information (i.e., inbound messaging) and disseminating information (i.e., outbound messaging) is recommended. Use of social media can provide a distinct advantage to both inbound and outbound messaging, and should be considered a basic form of communication with external and internal audiences. See Annex J for additional information on social media in emergency management.

A.6.7.3 The term *property conservation* means minimizing property damage. Actions can be taken in advance of a forecast event such as a hurricane (e.g., boarding up windows) and during and following the incident (e.g., using water vacuums to remove water that has entered a building). Also see Section 6.9 for details on protective actions for life safety, incident stabilization, and other guidance.

A.6.8.1 An incident management system (IMS) should be used to manage an incident. The system used varies among entities and among jurisdictions within entities. In minor incidents, IMS functions might be handled by one person: the incident commander or equivalent designee.

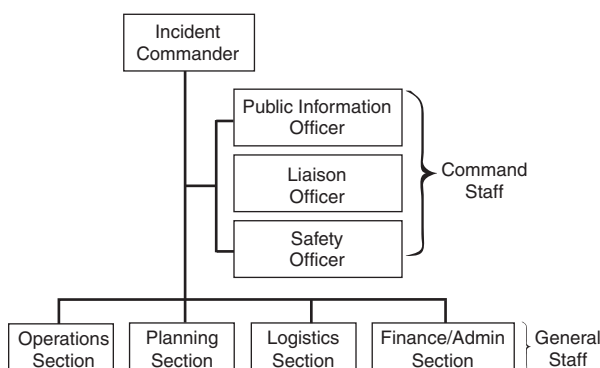
An example of a public sector IMS would be the National Incident Management System (NIMS) used in the United States or similar systems in other countries, such as the Gold-Silver-Bronze system in the United Kingdom. In the Incident Command System (ICS) portion of NIMS, incident management is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

Figure A.6.8.1 illustrates public sector functions under the ICS. All positions would not be filled for all incidents. In addition, the number of positions reporting to any supervisor should not exceed the “manageable span of control” within the ICS. The intent of Figure A.6.8.1 is to show how the positions for different scenarios would be organized under the ICS. In addition, the figure illustrates that the entity can grow as the scale of the incident and the resources needed to manage the incident expand.

For private sector or nonprofit entities, it is acceptable for the IMS to be organized in whatever way best fits the organizational structure, as long as it is clear how the entity will coordinate its operations with public sector resources arriving at the incident scene.

A.6.8.1.1 An emergency operations center (EOC) is the location where the coordination and support of incident management activities take place. The EOC should have adequate workspace, communications, and backup utilities and should meet basic human needs. For complex incidents, EOCs might need to be staffed by personnel representing multiple jurisdictions, sectors, functional disciplines, and resources. The physical size, staffing, and equipping of an EOC will depend on the size of the entity, the resources available and the anticipated incident management support required. EOCs can be permanent facilities or can be established to meet temporary, short-term needs.

A.6.8.1.1.1 The requirement to establish primary and alternate EOCs is intended to ensure that the capacity exists to support operations from a centralized facility or virtual capability. The primary and alternate EOCs should be located so both are not impacted by the same event and at least one EOC will be operational. Alternate EOCs can include site or department



▲ FIGURE A.6.8.1 Diagram of Incident Command System.

EOCs, which focus on internal department or agency incident management and are linked to and, in most cases, physically represented in a higher level EOC.

On-scene incident command posts (ICPs), which are located at or in the immediate vicinity of an incident site, should be linked to EOCs to ensure communications and effective and efficient incident management. An ICP is focused primarily on the tactical on-scene response but can be used to function as an EOC-like function in smaller-scale incidents or during the initial phase of the response to larger, more complex events.

The entity should participate in business or private sector EOCs if made available by state or local government emergency management agencies or local nonprofit or nongovernmental emergency preparedness organizations.

A.6.8.1.1.2 Virtual EOCs that link team members located in separate locations via conference call, web meeting, and or other electronic meeting tool meet the requirements of this section.

A.6.8.3 Common prevention strategies and techniques as outlined in A.6.2.1 and A.6.2.2 typically occur prior to the occurrence of an incident. There are occasions, however, where an incident management system is activated to manage a planned event, as well as to prevent the occurrence of incidents that might impact the event. It might also be necessary to activate an incident management system in the face of a threat, with the purpose of preventing such a threat from occurring. Should prevention measures not be successful, response and recovery measures can be implemented to deal with the consequences of an incident.

A.6.8.6 In larger scale incidents a formal incident action plan (see 3.3.16) is developed and approved by the incident commander. In small-scale incidents, objectives are established by the incident commander and verbally communicated. Operations are then managed by command to achieve the objectives.

A.6.9.1 Emergency action plans should be based on the hazard scenarios developed during the risk assessment to accomplish established program goals. Plans should define responsibilities for warning persons at risk or potentially at risk, alerting responders, and notifying those who must be made aware of the incident. Plans should also define specific functional roles and responsibilities for protection of life safety, incident stabilization to the extent the entity is required or chooses, and property conservation. Documentation such as checklists, emergency action guides, and standard operating procedures (SOPs) should identify emergency assignments, responsibilities, and emergency duty locations. The SOPs and notification procedures should be integrated.

A.6.9.2 Protective actions for life safety include evacuation, shelter-in-place, and lockdown and depend upon the nature and location of the threat or hazard. Action should include defining the protocols and procedures for warning people with disabilities and other access and functional needs and the actions that should be taken to protect their safety. Special attention might be needed to address the needs of people with disabilities and other access and functional needs (for guidance, see <http://www.ready.gov/individuals-access-functional-needs>). Emergency plans should address those who might have additional needs before, during, or after an incident in one or more of the following functional areas:

- (1) Visually impaired
- (2) Hearing impaired
- (3) Mobility impaired
- (4) Single working parent
- (5) Language competency
- (6) People without vehicles
- (7) People with special dietary needs
- (8) People with medical conditions
- (9) People with intellectual disabilities
- (10) People with dementia

Persons with disabilities and other access and functional needs can include those who reside in institutionalized settings, the elderly, children, and those from diverse cultures who have limited proficiency in the local language.

A.6.9.3 Incident stabilization is the action taken to prevent an incident from growing and to minimize the potential impacts on life, property, operations, and the environment. Incident stabilization can include many different functions depending upon the nature and location of the threat or hazard, the magnitude of the incident, the actual and potential impacts of the incident, applicable regulations that could dictate minimum response capabilities, the entity's program goals, and the resources available to the entity for incident response. Examples of incident stabilization activities are listed under "Operations" in Figure A.6.8.1.

N A.6.9.4 The emergency operations/response plan should include data interoperability, which is the ability to share data with any organization across platforms in real time with minimal time of conversion. (See Annex L for more information.)

Δ A.6.10 Examples of strategies, options and alternatives for manufacturing, health care, education, service, or other operational facilities include the following:

- (1) Strategies for disruption or loss of operational site, such as the following:
 - (a) Transfer of workload and staff to a surviving site.
 - (b) Alternate site contracted through a commercial recovery vendor.
 - (c) Reciprocal agreement or mutual aid agreement with a similar entity.
 - (d) Dedicated alternate site built by the entity to support recovery.
 - (e) Mobile facility — Generally, a trailer or mobile home that has been equipped to support operational recovery. These can be owned or contracted for through a vendor.
 - (f) Remote access/work from home.
 - (g) Resources acquired at the time of disruption — This would be used for less time-sensitive operations.
 - (h) Customer service or product priority — Focuses operational capacity on specific high-value customers or high-profit products or services.
 - (i) Finished goods buyback.
 - (j) Utilized to recover already delivered inventory from other customers to meet the demands of customers who utilize "just in time."
 - (k) Relocation of staff to a surviving site that has additional capacity.
 - (l) Stockpile critical equipment and inventory to be available at time of disaster.

- (2) Third-party (i.e., vendor provided/extended enterprise) recovery strategy options, such as the following:
 - (a) Multiple sourcing — The entity buys the same or similar product or service from multiple vendors to prevent supply chain disruption should one of them experience a disruption.
 - (b) Alternate sourcing — To identify another source for a product or service should the current vendor experience a disruption.
 - (c) Service level agreement — Established service level agreements with the third party with penalties for nonperformance.
 - (d) Insource (do not outsource) — To identify internal resources that can provide service or product.
 - (3) Technical recovery alternatives, such as the following:
 - (a) Commercial vendor (hot site) — A variety of commercial vendors will provide a recovery environment for technology of all shapes and sizes. This eliminates the need to have redundant hardware/software within the entity's own footprint.
 - (b) Resources acquired at time of disruption — This type of plan is used where the technology environment is small and easy to replace or not time sensitive to the survival of the entity.
 - (c) Quick-ship equipment — Established agreement with a vendor to provide specific technology on demand following a disruption.
 - (d) Dual data center with active/active — This strategy requires that the entity has access to two data center environments that are always fully operational and are either owned by the entity or leased where they can load balance time-sensitive applications between two geographic locations. If one center experiences a disruption, the surviving center takes the entire load without need for recovery and is capable of handling the entire load. These data centers must generally be within 50 network miles of each other to prevent network latency.
 - (e) Dual data center with active/passive — This strategy requires that the entity has access to two data center environments that are always fully operational and either owned by the entity or leased where they can split time-sensitive applications between the two geographic locations. The data that supports the applications in each center needs to be replicated to the other data center to facilitate recovery and to prevent significant data loss. If one center experiences a disruption, the applications operating in the disrupted data center are "restarted" at the surviving center that can handle the entire load. These data centers can be geographically distant, even in different countries. The load from the impacted site is simply "switched over" to the surviving site. There is a minimal disruption during the transition and little data loss if the data is replicated between the centers.
 - (f) Outsourcing with a service level agreement (e.g., cloud computing) — An entity can have some or all of this technology environment hosted in the "cloud." This would likely prevent the entity's operations and the technology environment from being impacted by the same disruption. The requirements for recovery of the technology environment are established with the cloud vendor.
 - (g) Stockpiled equipment — The entity could store the equipment needed for recovery on-site in their recovery location.
 - (h) Manual workarounds or alternate systems — The entity could use manual workarounds such as a manual call log or alternate systems such as spreadsheets instead of the general ledger system until the technology environment is recovered.
 - (4) Backup strategies for records, such as the following:
 - (a) Electronic storage — On media such as flash drives or external hard drives.
 - (b) Synchronous replication — Data is written onto data storage at two locations simultaneously.
 - (c) Asynchronous replication — Data is written onto data storage at two locations but with some degree of latency between writing on the production drive and writing on the backup drive.
 - (d) Electronic journaling — Activities that happen on one data store are captured on a journal as they are written. If a disruption occurs, you can recover up to the last good journal entry off-site at the time of the disruption.
 - (e) Standby database — A backup to the production database should the production database be corrupted or lost in a disruption.
 - (f) Electronic vaulting — A point-in-time backup stored on disk.
 - (g) Tape backup — A point-in-time backup stored on tape.
 - (h) Full backup — A point-in-time backup of everything on a data store.
 - (i) Differential backup — A point-in-time backup of everything on the data store that has changed since the last full backup was made.
 - (j) Incremental backup — A point-in-time backup of everything on the data store since the last time *any* type of backup was made.
 - (k) Salvage — An attempt to recover data from a device that has been damaged.
 - (5) Hard-copy storage, such as the following:
 - (a) Film — Pictures or video.
 - (b) Fiche — Old technology that allows large quantities of images to be stored in a small space.
 - (c) Photocopy — A copy of an original record stored off-site.
 - (d) Scan — A digital image of a record that can be stored off-site.
 - (e) Salvage — An attempt to restore damaged paper records following a disruption.
- Plans should include or provide the following as needed to support the recovery:
- (1) Facilities and equipment
 - (2) Technology infrastructure
 - (3) Telecommunications and data protection systems
 - (4) Distribution systems for essential goods
 - (5) Transportation systems, networks, and infrastructure
 - (6) Human resources
 - (7) Psychosocial services
 - (8) Health services
 - (9) Power, water, and HVAC

Short-term goals and performance objectives should be established and include the following:

- (1) Recovery of critical or time-sensitive personnel, systems, operations, records, and equipment
- (2) Agreed-upon priorities for restoration and mitigation
- (3) Length of downtime acceptable before restoration to a minimal level is required
- (4) Minimal acceptable level of resources needed to provide for the restoration of facilities, processes, programs, services, and infrastructure

Long-term goals and objectives should be based on the entity's strategic plan and include the following:

- (1) Management and coordination of activities
- (2) Funding and fiscal management
- (3) Management of contractual and entity resources
- (4) Opportunities for prevention and mitigation

A.6.10.1.2 Plans for business continuity, continuity of operations, and continuity of government are generally similar in intent and less similar in content. Continuity plans have various names in public, private, and nonprofit sectors, including business continuity, continuity of operations plans, business resumption plans, continuity of government plans, and disaster recovery plans.

A.6.10.2.2 Recovery planning for public, private, and nonprofit sectors should provide for continuity of operations to return the entity, infrastructure, government, community, and/or individuals back to an acceptable level. This includes implementation of mitigation measures to facilitate short-term and long-term recovery.

Δ A.6.11.1 Employee assistance and support might also be called human continuity, human impacts, workforce continuity, and human aspects of continuity. Employee assistance and support includes the entity's employees and their families or significant others affected by the incident. See Annex K, which supports emergency communications.

A.6.11.1(1) Communications procedures are the methods that the entity and its employees will use to inform employees of the program before an event occurs and to inform employees that the program is activated and available following the occurrence of an event. Employees should have a means of notifying the entity of the need for assistance through the communications system established. Similarly, the entity should develop a means of communicating with employees when operations are interrupted at a site and the staff has been sent home, and how communications will be made to employees when the interruption has occurred outside normal business hours.

Various communications methodologies can be established, including the following:

- (1) Automated notification systems or call centers
- (2) Email, website, or voicemail broadcasts
- (3) Call lists
- (4) Social media
- (5) Emergency radio broadcast or two-way broadcast alerts (see Annex K)
- (6) Ham radio operations
- (7) Walkie/talkies
- (8) Text messaging

There are situations in which customers, vendors, and other parties might be located at the entity's facility, and the program should include the ability to communicate with them as well.

Δ A.6.11.1(2) The entity should develop policies and procedures to store, retrieve, and control access to personal information when needed in an emergency, including the ability to facilitate notification to, and reunification of, family members.

A.6.11.3 Family preparedness is an ongoing process to educate and train individuals to plan for and take steps during an emergency. (See Annex H for more information.)

N A.7.1 The types of incidents to be recognized as having potential for major impact on the entity can be found through the risk assessment in 5.2.2.1 and 5.2.3, the business impact analysis (BIA) in 5.3.2, crisis communications and public information in Section 6.5, and incident management in Section 6.8.

N A.7.7 Relying on sufficient and accurate documentation and a firm assessment of the situation, the entity should determine when the event has been stabilized. The entity should also determine whether corresponding response decisions and activities have been sufficient to alleviate any further operational disruption resulting from the situation, so that recovery decisions and activities can commence. Stabilization of the event shall be verified and declared by the incident commander with the advice and consent of the incident management team.

Δ A.8.1 Competency-based education and training programs focus on the specific knowledge elements, skills, and/or abilities that are objective, that is, measurable or demonstrable, on the job. Education is usually focused on unknown risk exposures. Training is instruction that imparts and/or maintains the skills necessary for individuals and teams to perform their assigned system responsibilities and is usually focused on known risk exposures.

The learning objectives of training should be competency-based and the criteria should be related to the relevant competencies. Competency is based on demonstrated performance to achieve designated goals.

All personnel designated to perform specific task(s) should demonstrate competence to perform the tasks and meet the expected criteria identified in the performance objectives. Competency is defined as demonstrated performance to achieve designated objectives. Competencies are mastered through a multitude of ways: life experience, education, apprenticeship, on-the-job experience, self-help programs, and training and development programs.

A.8.2 An incident response can include protective actions for life safety (e.g., evacuation, shelter in place, and run, hide, fight), conducting damage assessment, initiating recovery strategies, and any other measures necessary to bring an entity to a more stable status.

Δ A.8.7 Information that should be included in public outreach and awareness efforts include regulatory disclosures such as those required by the SARA Title III [Emergency Planning and Community Right-to-Know Act (EPCRA)], the Community Awareness Emergency Response (CAER), and the Clery Act (universities). Nonregulatory examples of awareness that might be included in public education include severe weather outreach and alerts, shelter-in-place, and evacuation.

Δ A.9.2 An exercise is an instrument used to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-managed environment. Exercises can be used for testing and validating policies, plans, and procedures; to train individuals; to practice using equipment; to validate alternate site readiness; and to practice utilization of interagency agreements. Exercise goals can include clarifying and training personnel in roles and responsibilities, improving coordination and communications, identifying gaps in resources, improving individual performance, and identifying opportunities for improvement.

A test or testing is a type of exercise that incorporates an expectation of a pass or fail element within the established goal or objectives. Generally, one tests equipment and technology and exercises people and plans. Testing equipment and technology is either a pass or fail — it either works or it does not work. Exercising people and plans is not a pass or fail, although goals and objectives should be set that are either met or not met by the exercise. The purpose of exercising a person or a plan is to find out what does not work so the issue can be resolved before a problem occurs. Remember, if we knew it all worked, we would not need to test or exercise.

An exercise allows the entity to practice procedures and interact in a controlled setting. Participants identify and make recommendations to improve the overall program. The fundamental purpose is to improve capabilities to respond to and recover from a real incident. In support of that goal, an exercise should be used to achieve the following:

- (1) Reveal planning weaknesses and strengths in plans, standard operating procedures (SOPs), and standard operating guidelines (SOGs), and validate recently changed procedures
- (2) Improve the coordination among various response entities, including, as appropriate, government officials and community support entities
- (3) Validate the training for response (e.g., incident command, hazard recognition, protective actions, and communications) and recovery (e.g., crisis management, technology recovery, operational recovery, and recovery communications)
- (4) Increase the entity's general awareness of the hazards and protective actions
- (5) Identify gaps where additional resources, equipment, or personnel are needed to prepare for, respond to, and recover from an incident
- (6) Provide training and conditioning for team members and personnel in appropriate actions
- (7) Practice established incident command structure, and practice response and recovery in a safe environment

Δ A.9.3 An exercise can involve invoking response and operational continuity procedures, or simulate response or operational continuity incidents, in which participants role-play to assess issues that could arise prior to a real invocation. Exercises can be announced in advance.

Exercises should include, but not be limited to, orientation seminars, drills, tabletop exercises, functional exercises, and full-scale exercises.

Orientation seminar. The orientation seminar is an overview or introduction. Its purpose is to familiarize participants with roles, plans, procedures, or equipment. It can also be used to

resolve questions of coordination and assignment of responsibilities.

Drill. A drill is a coordinated, supervised exercise activity normally used to test a single specific operation or function, such as an evacuation drill to test the ability to quickly and safely evacuate a facility. With a drill, there is no attempt to coordinate entities or fully activate the EOC. Its role in an exercise program is to practice and perfect one small part of the response plan and help prepare for more extensive exercises, in which several functions will be coordinated and tested. The effectiveness of a drill is its focus on a single, relatively limited portion of the overall emergency management system. It makes possible a tight focus on a potential problem area.

Tabletop exercise. A tabletop exercise is a facilitated analysis of an emergency situation in an informal, relatively stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined. The success of the exercise is largely determined by group participation in the identification of problem areas.

Functional exercise. A functional exercise is a fully simulated interactive exercise that tests the capability of an entity to respond to a simulated event. The exercise tests multiple functions of the entity's operational plan. It is a coordinated response to a situation in a time-pressured, realistic simulation.

Full-scale exercise. A full-scale exercise simulates a real event as closely as possible. It is designed to evaluate the operational capability of emergency and crisis management systems and operational recovery plans in a highly stressful environment that simulates actual response conditions. To accomplish this realism, it can include the mobilization and actual movement of emergency personnel, equipment, and resources. Ideally, the full-scale exercise should exercise and evaluate the capabilities of the emergency management plan, the technology recovery plan, crisis management plan, and/or operational plan.

Δ A.9.3(8) Coordination between internal and external teams and entities should be a primary objective of exercises and tests where appropriate. Such teams could include, but are not limited to, crisis management, incident command management/structure, response organizational structure, emergency support functions, internal/external coordinators or liaisons, and all elements of the supply chain, including critical suppliers, purchasing, human resources, and communications (including marketing, websites, and social media).

A.9.4 The Homeland Security Exercise Evaluation Program (HSEEP) provides a guide for designing, developing, and evaluating various types of exercises.

A.9.5 Where no frequency is established, a minimum annual frequency of exercises and testing is recommended.

A.10.1 Performance improvement is based on the following two distinct but interrelated functions:

- (1) Measurement, sometimes called "assessment" or "observation," is the function in which the personnel accurately determine exactly what organizational performance has occurred.
- (2) Evaluation is the function in which the observed performance is compared with criteria, sometimes called "standards" or "competencies," to determine if the actual organizational performance meets expectations.

A.10.1.1 Necessary improvements to the program can be identified in many ways, such as following an exercise or test of the program, following an actual event that required one or more of the program elements to be activated, or through a scheduled periodic review of the program.

A.10.1.2 The program should be reviewed on a regularly scheduled basis, after major changes to or within the entity (e.g., new facility, process, product, or policy), after scheduled exercises (i.e., testing of the program), or following an incident that required a part of the plan associated with the program to be utilized. Consideration should be given to the use of external evaluators.

The program might also need to be reviewed based on lessons learned from external influences, such as relevant changes to one of the standards referenced in Annex D.

A.10.1.3(5) Many emergency management entities and programs in public, private, and nonprofit sectors are supported in part by grants from government entities or private sources. A change in grant assistance could materially impact the entity's program, necessitating an evaluation of the program.

A.10.2 The corrective action process should follow a review of the program or follow an actual event or exercise to identify program deficiencies and take necessary corrective actions to address such deficiencies. The corrective action program should include techniques to manage the capabilities improvement process. The corrective action program should begin following the "after-action" discussion/critique of the incident or exercise or should take place during the incident if a lengthy or extended event is being managed. During the evaluation process, deficiencies that require improvement should be identified. Process deficiencies should be identified within one or more of the program elements found in this standard.

Corrective actions should be identified by the following:

- (1) Changes to regulations, policy, plans, or procedures
- (2) Additions or modifications to facilities, systems, or equipment
- (3) Results of exercises and testing
- (4) After-action reviews of actual incidents

A task group should be assigned to each identified area of noted deficiency to develop the necessary actions for improvement, and a time schedule for development of the necessary corrective action should be established.

The task group should take the following actions:

- (1) Develop options for appropriate corrective action
- (2) Make recommendations for a preferred option
- (3) Develop an implementation plan, including training if required

- (4) Ensure that during the next exercise the corrective actions are evaluated to determine if the corrective actions have been successful

The entity should establish a process to identify the root cause of the deficiencies noted. The entity also should establish a change management process (i.e., a process involving all sectors of an entity's operations in which changes to the operations are reflected in the plan and, vice versa, changes in the plan are reflected in the entity's operations).

Δ A.10.2.1 The corrective action process should include the following:

- (1) Develop a problem statement that states the problem and identifies its impacts
- (2) Review corrective action issues from previous evaluations and identify possible solutions to the problem
- (3) Select a corrective action strategy and prioritize actions to be taken, and a schedule for completion
- (4) Assign responsibility for completion and provision of authority and resources to the individual assigned responsibility and accountability for implementation
- (5) Identify the resources required to implement the strategy
- (6) Track progress of the corrective action
- (7) Forward problems to the level of authority that can resolve the problem
- (8) Once the problem is solved, test the solution through exercising

A.10.2.2 The appropriate corrective actions might not be taken due to budgetary or other constraints or might be deferred as a part of the long-range capital project. However, temporary actions could be adopted until the desired option is funded and implemented.

Annex B Self-Assessment for Conformity with NFPA 1600, 2019 Edition

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

Δ B.1 Table B.1 shows a self-assessment tool that is intended to assist entities in determining conformity with the requirements of *NFPA 1600*. The table includes a list of hazards and text from the body of the standard where needed to make the self-assessment tool more user friendly. Users of this self-assessment tool can indicate conformity or nonconformity, as well as evidence of conformity, corrective action, task assignment, a schedule for action, or other information in the Comments column.

Table B.1 Self-Assessment Tool for Conformity with the 2019 Edition of NFPA 1600

<i>NFPA 1600</i> Program Elements	Conforming	Nonconforming	Comments
Chapter 4 Program Management			
4.1 Leadership and Commitment.			
4.1.1 The entity leadership shall demonstrate commitment to the program to:			
• prevent,			
• mitigate the consequences of,			
• prepare for,			
• respond to,			
• maintain continuity during,			
• and recover from incidents.			
4.1.2 The leadership commitment shall include the following:			
(1) Support the development, implementation, and maintenance of the program			
(2) Provide necessary resources to support the program			
(3) Ensure the program is reviewed and evaluated as needed to ensure program effectiveness			
(4) Support corrective action to address program deficiencies			
4.1.3 The entity shall:			
• adhere to policies,			
• execute plans,			
• and follow procedures developed to support the program.			
4.2* Program Coordinator. The program coordinator shall be appointed by the entity's leadership and			
• authorized to develop,			
• implement,			
• administer,			
• evaluate,			
• and maintain the program.			
4.3 Performance Objectives.			
4.3.1* The entity shall establish performance objectives for the program in accordance with Chapter 4			
• and the elements in Chapters 5 through 10.			
4.3.2 The performance objectives shall address the results of the hazard identification,			
• risk assessment,			
• and business impact analysis.			
4.3.3 Performance objectives shall be developed by the entity to address both short-term			
• and long-term needs.			
4.3.4* The entity shall define the terms <i>short-term</i>			
• and <i>long-term</i> .			
4.4 Program Committee.			
4.4.1 A program committee shall be established by the entity in accordance with its policy.			
4.4.2 The program committee shall provide input,			
• and/or assist in the coordination of the preparation,			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
• development,			
• implementation,			
• evaluation,			
• and maintenance of the program.			
4.4.3* The program committee shall include the program coordinator			
• and others who have the expertise, the knowledge of the entity, and the capability to identify resources from all key functional areas within the entity			
• and shall solicit applicable external representation.			
4.5 Program Administration.			
4.5.1 The entity shall have a documented program that includes the following:			
(1) Executive policy, including: vision, mission statement, roles, and responsibilities, and enabling authority			
(2)* Program scope, goals, performance objectives, and metrics for program evaluation			
(3)* Applicable authorities, legislation, regulations, and industry codes of practice as required by Section 4.6			
(4) Program budget and schedule, including milestones			
(5) Program plans and procedures that include the following:			
(a) Anticipated cost			
(b) Priority			
(c) Resources required			
(6) Records management practices as required by Section 4.8			
(7) Management of change			
4.5.2 The program shall include the requirements specified in Chapters 4 through 10, the scope of which shall be determined through an “all-hazards” approach and the risk assessment.			
4.5.3* Program requirements shall be applicable to preparedness including the:			
• planning,			
• implementation,			
• assessment,			
• and maintenance of programs for:			
• prevention,			
• mitigation,			
• response,			
• continuity,			
• and recovery.			
4.6 Laws and Authorities.			
4.6.1 The program shall comply with:			
• applicable legislation,			
• policies,			
• regulatory requirements,			
• and directives.			
4.6.2 The entity shall:			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
• establish,			
• maintain,			
• and document procedure(s) to comply with:			
• applicable legislation,			
• policies,			
• regulatory requirements,			
• and directives.			
4.6.3* The entity shall implement a strategy for addressing the need for revisions to:			
• legislation,			
• regulations,			
• directives,			
• policies,			
• and industry codes of practice.			
4.7 Finance and Administration.			
4.7.1 The entity shall develop finance and administrative procedures to support the program:			
• before,			
• during,			
• and after an incident.			
4.7.2* There shall be a responsive finance and administrative framework that does the following:			
(1) Complies with the entity's program requirements			
(2) Is uniquely linked to: response, continuity, and recovery operations			
(3) Provides for maximum flexibility to expeditiously: request, receive, manage, and apply funds in a nonemergency environment and in emergency situations to ensure the timely delivery of assistance			
4.7.3 Procedures shall be created			
• and maintained for expediting fiscal decisions in accordance with established authorization levels,			
• accounting principles,			
• governance requirements,			
• and fiscal policy.			
4.7.4 Finance and administrative procedures shall include the following:			
(1) Responsibilities for program finance authority, including reporting relationships to the program coordinator			
(2)* Program procurement procedures			
(3) Payroll			
(4)* Accounting systems to track and document costs			
(5) Management of funding from external sources			
(6) Crisis management procedures that coordinate authorization levels and appropriate control measures			
(7) Documenting financial expenditures incurred as a result of an incident and for compiling claims for future cost recovery			
(8) Identifying and accessing alternative funding sources			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
(9) Managing budgeted and specially appropriated funds			
4.8* Records Management.			
4.8.1 The entity shall:			
• develop,			
• implement,			
• and manage a records management program to ensure that records are available to the entity.			
4.8.2 The program shall include the following:			
(1) Identification of records (hard copy or electronic) vital to continue the operations of the entity			
(2) Backup of records on a frequency necessary to meet program goals and objectives			
(3) Validation of the integrity of records backup			
(4) Implementation of procedures to: store, retrieve, and recover records on-site or off-site			
(5) Protection of records			
(6) Implementation of a record review process			
(7) Procedures coordinating records access			
Chapter 5 Planning			
5.1 Planning and Design Process.			
5.1.1* The program shall follow a planning process that develops:			
• strategies,			
• plans,			
• and required capabilities to execute the program.			
5.1.2 Strategic planning shall define the entity's:			
• vision,			
• mission,			
• and goals of the program.			
5.1.3* A risk assessment and a business impact analysis (BIA) shall develop information to:			
• prepare prevention			
• and mitigation strategies.			
5.1.4* A risk assessment, a BIA, and a resource needs assessment shall develop information to prepare:			
• emergency operations/response,			
• crisis communications,			
• continuity,			
• and recovery plans.			
5.1.5* Crisis management planning shall address an event, or series of events, that severely impacts or has the potential to severely impact an entity's:			
• operations,			
• brand,			
• image,			
• reputation,			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
• market share,			
• ability to do business,			
• or relationships with key stakeholders.			
5.1.6* The entity shall include key stakeholders in the planning process.			
5.2* Risk Assessment.			
5.2.1 The entity shall conduct a risk assessment.			
5.2.2 The entity shall identify hazards			
• and monitor those hazards			
• and the likelihood			
• and severity of their occurrence over time.			
5.2.2.1 Hazards to be evaluated shall include the following:			
(1) Geological:			
(a) Earthquake			
(b) Landslide, mudslide, subsidence			
(c) Tsunami			
(d) Volcano			
(2) Meteorological:			
(a) Drought			
(b) Extreme temperatures (hot, cold)			
(c) Famine			
(d) Flood, flash flood, seiche, tidal surge			
(e) Geomagnetic storm			
(f) Lightning			
(g) Snow, ice, hail, sleet, avalanche			
(h) Wildland fire			
(i) Windstorm, tropical cyclone, hurricane, tornado, water spout, dust storm, sandstorm			
(3) Biological:			
(a) Food-borne illnesses			
(b)* Infectious/communicable/pandemic diseases			
(4) Accidental human-caused:			
(a) Building/structure collapse			
(b)* Entrapment			
(c) Explosion/fire			
(d) Fuel/resource shortage			
(e)* Hazardous material spill or release			
(f) Equipment failure			
(g) Nuclear reactor incident			
(h) Radiological incident			
(i)* Transportation incident			
(j) Unavailability of essential employee(s)			
(k)* Water control structure failure			
(l) Misinformation			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
(5) Intentional human-caused:			
(a) Incendiary fire			
(b) Bomb threat			
(c) Demonstrations/civil disturbance/riot/insurrection			
(d) Discrimination/harassment			
(e) Disinformation (rumors, false allegations, or accusations)			
(f) Kidnapping/hostage/extortion			
(g) Geopolitical risks including acts of war, change in government, and political instability			
(h) Missing person			
(i)* Cyber security incidents			
(j) Product defect or contamination			
(k) Robbery/theft/fraud			
(l) Strike or labor dispute			
(m) Suspicious package			
(n)* Terrorism			
(o) Vandalism/sabotage			
(p) Workplace/school/university violence			
(q) Supply chain constraint or failure			
(6) Technological:			
(a)* Hardware, software, and network connectivity interruption, disruption, or failure			
(b)* Utility interruption, disruption, or failure			
(7) Economic/financial:			
(a) Foreign currency exchange rate change			
(b) Economic recession			
(c) Boycott			
(d) Theft/fraud/malfeasance/impropriety/scandal involving currency, monetary instruments, goods, and intellectual property			
(8) Strategic:			
(a) Loss of senior executive			
(b) Failed acquisition/strategic initiative			
(9) Humanitarian issues			
5.2.2.2* The vulnerability of:			
• people,			
• property,			
• operations,			
• the environment,			
• the entity,			
• and the supply chain operations shall be identified, evaluated, and monitored.			
5.2.3 The entity shall conduct an analysis of the impacts of the hazards identified in 5.2.2 on the following:			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
(1) Health and safety of persons in the affected area			
(2) Health and safety of personnel responding to the incident			
(3) Security of information			
(4)* Continuity of operations			
(5) Continuity of government			
(6)* Property, facilities, assets, and critical infrastructure			
(7) Delivery of the entity's services			
(8) Supply chain			
(9) Environment			
(10)* Economic and financial conditions			
(11) Legislated, regulatory, and contractual obligations			
(12) Brand, image, and reputation			
(13) Work and labor arrangements			
5.2.4 The risk assessment shall include an analysis of the escalation of impacts over time.			
5.2.5* The analysis shall evaluate the potential effects of			
• regional,			
• national,			
• or international incidents that could have cascading impacts.			
5.2.6 The risk assessment shall evaluate the adequacy of existing prevention			
• and mitigation strategies.			
5.3 Business Impact Analysis (BIA).			
5.3.1 The entity shall conduct a BIA that includes an assessment of how a disruption could affect an entity's:			
• operations,			
• reputation,			
• and market share,			
• ability to do business,			
• or relationships with key stakeholders			
• and identifies the resources			
• and capabilities that might be needed to manage the disruptions.			
5.3.1.1* The BIA shall identify processes that are required for the entity to perform its mission.			
5.3.1.2* The BIA shall identify the following resources that enable the processes:			
(1) Personnel			
(2) Equipment			
(3) Infrastructure			
(4) Technology			
(5) Information			
(6) Supply chain			
5.3.2* The BIA shall evaluate the following:			
(1) Dependencies			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
(2) Single-source and sole-source suppliers			
(3) Single points of failure			
(4) Potential qualitative and quantitative impacts from a disruption to the resources in 5.3.1.2			
5.3.2.1* The BIA shall determine the point in time [recovery time objective (RTO)] when the impacts of the disruption become unacceptable to the entity.			
5.3.3* The BIA shall identify the acceptable amount of data loss for physical			
• and electronic records to identify the recovery point objective (RPO).			
5.3.4* The BIA shall identify gaps between the RTOs			
• and RPOs and demonstrated capabilities.			
5.3.5* The BIA shall be used in the development of:			
• continuity			
• and recovery			
• strategies			
• and plans.			
5.3.6* The BIA shall identify critical supply chains, including those exposed to domestic			
• and international risks,			
• and the time frame within which those operations become critical to the entity.			
5.4 Resource Needs Assessment.			
5.4.1* The entity shall conduct a resource needs assessment based on the:			
• hazards identified in Section 5.2			
• and the business impact analysis in Section 5.3.			
5.4.2 The resource needs assessment shall include the following:			
(1)* Human resources, equipment, training, facilities, funding, expert knowledge, materials, technology, information, intelligence, and the time frames within which they will be needed			
(2) Quantity, response time, capability, limitations, cost, and liabilities			
5.4.3* The entity shall establish procedures to:			
• locate,			
• acquire,			
• store,			
• distribute,			
• maintain,			
• test,			
• and account for:			
services,			
• human resources,			
• equipment,			
• and materials procured			
• or donated to support the program.			
5.4.4 Facilities capable of supporting:			
• response,			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
• continuity,			
• and recovery operations shall be identified.			
5.4.5* The need for mutual aid/assistance			
• or partnership agreements shall be determined;			
• if needed, agreements shall be established			
• and documented.			
Chapter 6 Implementation			
6.1 Common Plan Requirements.			
6.1.1* Plans shall address the health			
• and safety of personnel.			
6.1.2 Plans shall identify and document the following:			
(1) Assumptions made during the planning process			
(2) Functional roles and responsibilities of internal and external entities			
(3) Lines of authority			
(4) The process for delegation of authority			
(5) Lines of succession for the entity			
(6) Liaisons to external entities			
(7) Logistics support and resource requirements			
6.1.3* Plans shall be individual, integrated into a single plan document, or a combination of the two.			
6.1.4* The entity shall make sections of the plans available to those assigned specific tasks and responsibilities therein			
• and to key stakeholders as required.			
6.2 Prevention.			
6.2.1* The entity shall develop a strategy to prevent an incident that threatens:			
• life,			
• property,			
• operations,			
• information,			
• and the environment.			
6.2.2* The prevention strategy shall be kept current using the information collection			
• and intelligence techniques.			
6.2.3 The prevention strategy shall be based on the results of hazard identification			
• and risk assessment,			
• an analysis of impacts,			
• program constraints,			
• operational experience,			
• and cost-benefit analysis.			
6.2.4 The entity shall have a process to:			
• monitor the identified hazards			
• and adjust the level of preventive measures to be commensurate with the risk.			
6.3 Mitigation.			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
6.3.1* The entity shall develop			
• and implement a mitigation strategy			
• that includes measures to be taken to limit or control the consequences,			
• extent,			
• or severity of an incident that cannot be prevented.			
6.3.2* The mitigation strategy shall be based on the results of hazard identification			
• and risk assessment,			
• an analysis of impacts,			
• program constraints,			
• operational experience,			
• and cost-benefit analysis.			
6.3.3 The mitigation strategy shall include interim			
• and long-term actions to reduce vulnerabilities.			
6.4 Crisis Management.			
6.4.1 The entity shall establish,			
• and maintain a crisis management capability to manage issues,			
• events,			
• or series of events,			
• that severely impact or have the potential to severely impact an entity's brand,			
• image,			
• reputation,			
• market share,			
• ability to do business,			
• or relationships with key stakeholders.			
6.4.2 The crisis management capability shall include assigned responsibilities and established processes to perform the following:			
(1) Engage senior leadership			
(2) Detect the signals, symptoms, incidents, events, or circumstances that portend an emerging crisis or have the potential to trigger a crisis			
(3) Conduct a situation analysis			
(4) Declare a crisis, alert responsible persons, and activate crisis management plans should the current situation meet established criteria			
(5) Identify issues to be addressed by the responsible persons and senior leadership			
(7) Provide direction and support for the entity's facilities, operations, employees, customers, and others affected by or potentially affected by the crisis			
(8) Coordinate with the entity's crisis communication capability and provide strategic direction, authorize communications strategies, and communicate with stakeholders			
6.5 Crisis Communications and Public Information.			
6.5.1* The entity shall develop a plan			
• and procedures to disseminate information to			
• and respond to requests for information from the following audiences before,			
• during,			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
• and after an incident:			
(1) Internal audiences, including employees			
(2) External audiences, including the media, access and functional needs population, and other stakeholders			
6.5.2* The entity shall establish			
• and maintain a crisis communications or public information capability that includes the following:			
(1)* Central contact facility or communications hub			
(2) Physical or virtual information center			
(3) System for: gathering, monitoring, and disseminating information			
(4) Procedures for developing and delivering coordinated messages			
(5) Protocol to clear information for release			
6.6 Warning, Notifications, and Communications.			
6.6.1* The entity shall determine its warning,			
• notification,			
• and communications needs.			
6.6.2* Warning,			
• notification,			
• and communications systems shall be reliable,			
• redundant,			
• and interoperable.			
6.6.3* Emergency warning,			
• notification,			
• and communications protocols			
• and procedures shall be developed,			
• tested,			
• and used to alert stakeholders potentially at risk from an actual or impending incident.			
6.6.4 Procedures shall include issuing warnings through authorized agencies if required by law			
• as well as the use of pre-scripted information bulletins or templates.			
6.6.5* Information shall be disseminated through the media,			
• social media,			
• or other means as determined by the entity to be the most effective.			
6.7 Operational Procedures.			
6.7.1 The entity shall develop,			
• coordinate,			
• and implement operational procedures to support the program.			
6.7.2 Procedures shall be established			
• and implemented			
• for response to			
• and recovery from the impacts of hazards identified in 5.2.2.			
6.7.3* Procedures shall provide for life safety,			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
• property conservation,			
• incident stabilization,			
• continuity,			
• and protection of the environment under the jurisdiction of the entity.			
6.7.4 Procedures shall include the following:			
(1) Control of access to the area affected by the incident			
(2) Identification of personnel engaged in activities at the incident			
(3) Accounting for personnel engaged in incident activities			
(4) Mobilization and demobilization of resources			
6.7.5 Procedures shall allow for concurrent activities of response,			
• continuity,			
• recovery,			
• and mitigation.			
6.8 Incident Management.			
6.8.1* The entity shall develop an incident management system to direct,			
• control,			
• and coordinate response,			
• continuity,			
• and recovery operations.			
6.8.1.1* Emergency Operations Centers (EOCs).			
6.8.1.1.1* The entity shall establish primary			
• and alternate EOCs capable of managing response,			
• continuity,			
• and recovery operations.			
6.8.1.1.2* The EOCs shall be permitted to be physical			
• or virtual.			
6.8.1.1.3* On activation of an EOC, communications			
• and coordination shall be established between incident command.			
• and the EOC			
6.8.2 The incident management system shall describe specific entity roles,			
• titles,			
• and responsibilities for each incident management function.			
6.8.3* The entity shall establish procedures			
• and policies for coordinating prevention,			
• mitigation,			
• preparedness,			
• response,			
• continuity,			
• and recovery activities.			
6.8.4 The entity shall coordinate the activities specified in 6.8.3 with stakeholders.			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
6.8.5 Procedures shall include a situation analysis that incorporates an assessment of the following for the purposes of activating emergency response/operations,			
• business continuity/continuity of operations,			
• crisis management,			
• and/or crisis communications plans and capabilities:			
(1) Casualties and the availability of required personnel resources			
(2) Physical damage to property under the jurisdiction of the entity			
(3) Interruption or disruption of the entity's operations			
(4) Impacts to digital information and vital records			
(5) Actual or potential contamination of the environment			
(6) Actual or potential impacts to brand, image, reputation, market share, ability to do business, or relationships with key stakeholders			
(7) Resources needed to support response, continuity, and recovery activities.			
6.8.6 Emergency operations/response shall be guided by an incident action plan			
• or management by objectives.			
6.8.7 Resource management shall include the following tasks:			
(1) Establishing processes for describing, taking inventory of, requesting, and tracking resources			
(2) Resource typing or categorizing by size, capacity, capability, and skill			
(3) Mobilizing and demobilizing resources in accordance with the established IMS			
(4) Conducting contingency planning for resource deficiencies			
6.8.8 A current inventory of internal			
• and external resources shall be maintained.			
6.8.9 Donations of human resources,			
• equipment,			
• material,			
• and facilities shall be managed.			
6.9 Emergency Operations/Response Plan.			
6.9.1* Emergency operations/response plans shall define responsibilities for carrying out specific actions in an emergency.			
6.9.2* The plan shall identify actions to be taken to protect people,			
• including people with disabilities			
• and other access and functional needs,			
• information,			
• property,			
• operations,			
• the environment,			
• and the entity.			
6.9.3* The plan shall identify actions for incident stabilization.			
6.9.4 The plan shall include the following:			
(1) Protective actions for life safety in accordance with 6.8.2			
(2) Warning, notifications, and communication in accordance with Section 6.6			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
(3) Crisis communication and public information in accordance with Section 6.5			
(4) Resource management in accordance with 6.8.7			
(5) Donation management in accordance with 6.8.9			
6.10* Continuity and Recovery.			
6.10.1 Continuity.			
6.10.1.1 Continuity plans shall include strategies to continue critical			
• and time-sensitive processes and as identified in the BIA.			
6.10.1.2 Continuity plans shall identify			
• and document the following:			
(1) Stakeholders that need to be notified			
(2) Processes that must be maintained			
(3) Roles and responsibilities of the individuals implementing the continuity strategies			
(4) Procedures for activating the plan, including authority for plan activation			
(5) Critical and time-sensitive technology, application systems, and information			
(6) Security of information			
(7) Alternative work sites			
(8) Workaround procedures			
(9) Vital records			
(10) Contact lists			
(11) Required personnel			
(12) Vendors and contractors supporting continuity			
(13) Resources for continued operations			
(14) Mutual aid or partnership agreements			
(15) Activities to return critical and time-sensitive processes to the original state			
6.10.1.3 Continuity plans shall be designed to meet the RTO			
• and RPO.			
6.10.1.4 Continuity plans shall address supply chain disruption.			
6.10.2 Recovery.			
6.10.2.1 Recovery plans shall provide for restoration of processes,			
• technology,			
• information,			
• services,			
• resources,			
• facilities,			
• programs,			
• and infrastructure.			
6.10.2.2 Recovery plans shall document the following:			
(1) Damage assessment			
(2) Coordination of the restoration, rebuilding, and replacement of facilities, infrastructure, materials, equipment, tools, vendors, and suppliers			
(3) Restoration of the supply chain			
(4) Continuation of communications with stakeholders			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
(5) Recovery of critical and time-sensitive processes, technology, systems, applications, and information			
(6) Roles and responsibilities of the individuals implementing the recovery strategies			
(7) Internal and external (vendors and contractors) personnel who can support the implementation of recovery strategies and contractual needs			
(8) Adequate controls to prevent the corruption or unlawful access to the entity's data during recovery			
(9) Compliance with regulations that would become applicable during the recovery			
(10) Maintenance of pre-incident controls			
6.11 Employee Assistance and Support.			
6.11.1* The entity shall develop a strategy for employee assistance			
• and support that includes the following:			
(1)* Communications procedures			
(2)* Contact information, including emergency contact outside the anticipated hazard area			
(3) Accounting for persons affected, displaced, or injured by the incident			
(4) Temporary, short-term, or long-term housing and feeding and care of those displaced by an incident			
(5) Mental health and physical well-being of individuals affected by the incident			
(6) Pre-incident and post-incident awareness			
6.11.2 The strategy shall be flexible for use in all incidents.			
6.11.3* The entity shall promote family preparedness education			
• and training for employees.			
Chapter 7 Execution.			
7.1* Incident Recognition.			
The entity shall establish,			
• and implement a process whereby all appropriate stakeholders have a common reference for the types of incidents that could adversely affect its people,			
• property,			
• operations,			
• or the environment,			
• and ensure it is appropriately referenced throughout the incident management process.			
7.2 Initial Reporting/Notification.			
The entity shall establish			
• and implement a process whereby all appropriate stakeholders can warn,			
• notify,			
• and report an incident that has potential to cause an adverse impact on its people,			
• property,			
• operations,			
• or the environment. (See Section 6.6.)			
7.3 Plan Activation and Incident Action Plan.			
7.3.1 The entity shall establish			
• and implement a process to assess the impact of the incident on its people,			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
• property,			
• operations,			
• or the environment.			
7.3.2 The entity shall develop a time frame to activate appropriate planning as detailed in Sections 6.5, 6.9, and 6.10,			
• and coordinate activation when there is a declaration by public officials.			
7.4 Activate Incident Management System.			
7.4.1 The entity shall execute procedures from the documented plans in accordance with the following:			
(1) Section 6.5			
(2) Section 6.8			
(3) Section 6.9			
(4) Section 6.10			
7.4.2 The entity shall execute its incident management system			
• and activities in support of established objectives and tasks.			
7.4.3 On activation of an emergency operations center (EOC), communications			
• and coordination shall be established between incident command			
• and the EOC.			
7.5 Ongoing Incident Management and Communications.			
7.5.1 The entity shall continually assess the impact of the incident on its people			
• property,			
• operations,			
• the environment.			
• and re-evaluate/implement its action plan in accordance with established objectives			
• and tasks			
7.5.2 The entity shall implement the warning, notification, and communications systems to alert stakeholders who are potentially at risk from an actual			
• or impending incident.			
7.5.3 Based upon the extent of damage sustained to the entity, all necessary actions to invoke special authorities			
• and request assistance needed to deal with the situation shall be as described in Chapter 4.			
7.6 Documenting Incident Information, Decisions, and Actions. The entity shall establish			
• and implement a system for tracking incident information received,			
• decisions made,			
• resources deployed,			
• and actions taken during the incident.			
7.7* Incident Stabilization. The entity shall establish criteria for measuring when the incident has been stabilized. 7.7*			
7.8 Demobilize Resources and Termination. The entity shall execute a procedure to terminate the response.			
• and demobilize resources when the incident has been stabilized.			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
Chapter 8 Training and Education.			
8.1* Curriculum. The entity shall develop			
• and implement a competency-based training			
• and education curriculum that supports all employees who have a role in the program.			
8.2 Goal of Curriculum. The goal of the curriculum shall be to create awareness			
• and enhance the knowledge,			
• skills,			
• and abilities required to implement,			
• support,			
• and maintain the program.			
8.3 Scope and Frequency of Instruction. The scope of the curriculum			
• and the frequency of instruction shall be identified.			
8.4 Incident Management System Training. Personnel shall be trained in the entity's incident management system (IMS)			
• and other components of the program to the level of their involvement.			
8.5 Recordkeeping. Records of training			
• and education shall be maintained as specified in Section 4.7.			
8.6 Regulatory and Program Requirements. The curriculum shall comply with applicable regulatory			
• and program requirements.			
8.7* Public Education. A public education program shall be implemented to communicate the following:			
(1) Potential hazard impacts			
(2) Preparedness information			
(3) Information needed to develop a preparedness plan			
Chapter 9 Exercises and Tests			
9.1 Program Evaluation.			
9.1.1 The entity shall evaluate program plans,			
• procedures,			
• training,			
• and capabilities			
• and promote continuous improvement through periodic exercises			
• and tests.			
9.1.2 The entity shall evaluate the program based on post-incident analyses,			
• lessons learned,			
• and operational performance in accordance with Chapter 10.			
9.1.3 Exercises.			
• and tests shall be documented.			
9.2* Exercise and Test Methodology.			
9.2.1 Exercises shall provide a standardized methodology to practice procedures			
• and interact with other entities (internal			
• and external) in a controlled setting.			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
9.2.2 Exercises shall be designed to assess the maturity of program plans,			
• procedures,			
• and strategies.			
9.2.3 Tests shall be designed to demonstrate capabilities.			
9.3* Design of Exercises and Tests. Exercises shall be designed to do the following:			
(1) Ensure the safety of people, property, operations, and the environment involved in the exercise or test			
(2) Evaluate the program			
(3) Identify planning and procedural deficiencies			
(4) Test or validate recently changed procedures or plans			
(5) Clarify roles and responsibilities			
(6) Obtain participant feedback and recommendations for program improvement			
(7) Measure improvement compared to performance objectives			
(8)* Improve coordination between internal and external teams and entities			
(9) Validate training and education			
(10) Increase awareness and understanding of hazards and the potential impact of hazards on the entity			
(11) Identify additional resources and assess the capabilities of existing resources, including personnel and equipment needed for effective response and recovery			
(12) Assess the ability of the team to identify, assess, and manage an incident			
(13) Practice the deployment of teams and resources to manage an incident			
(14) Improve individual performance			
9.4* Exercise and Test Evaluation.			
9.4.1 Exercises shall evaluate program plans,			
• procedures,			
• training,			
• and capabilities to identify opportunities for improvement.			
9.4.2 Tests shall be evaluated as either pass or fail.			
9.5* Frequency.			
9.5.1 Exercises.			
• and tests shall be conducted on the frequency needed to establish			
• and maintain required capabilities.			
Chapter 10 Program Maintenance and Improvement			
10.1* Program Reviews. The entity shall maintain			
• and improve the program			
• by evaluating its policies,			
• program,			
• procedures,			
• and capabilities using performance objectives.			
10.1.1* The entity shall improve effectiveness of the program through evaluation of the implementation of changes resulting from preventive			
• and corrective action.			
10.1.2* Evaluations shall be conducted on a regularly scheduled basis			

(continues)

Table B.1 *Continued*

NFPA 1600 Program Elements	Conforming	Nonconforming	Comments
<ul style="list-style-type: none"> • and when the situation changes to challenge the effectiveness of the existing program. 			
10.1.3 The program shall be re-evaluated when a change in any of the following impacts the entity's program:			
(1) Regulations			
(2) Hazards and potential impacts			
(3) Resource availability or capability			
(4) Entity's organization			
(5)* Funding changes			
(6) Infrastructure, including technology environment			
(7) Economic and geographic stability			
(8) Entity operations			
(9) Critical suppliers			
10.1.4 Reviews shall include post-incident analyses,			
<ul style="list-style-type: none"> • reviews of lessons learned, 			
<ul style="list-style-type: none"> • and reviews of program performance. 			
10.1.5 The entity shall maintain records of its reviews			
<ul style="list-style-type: none"> • and evaluations, in accordance with the records management practices developed under Section 4.7. 			
10.1.6 Documentation,			
<ul style="list-style-type: none"> • records, 			
<ul style="list-style-type: none"> • and reports shall be provided to management for review 			
<ul style="list-style-type: none"> • and follow-up. 			
10.2* Corrective Action.			
10.2.1* The entity shall establish a corrective action process.			
10.2.2* The entity shall take corrective action on deficiencies identified.			
10.3 Continuous Improvement. The entity shall effect continuous improvement of the program through the use of program reviews			
<ul style="list-style-type: none"> • and the corrective action process. 			

Annex C Small Business Preparedness Guide

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

C.1 Figure C.1 shows a sample small business preparedness guide.

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Annex D Crosswalk Between NFPA 1600 and DRII Professional Practices, CSA Z1600, and Federal Continuity Directive 1 & 2

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

Δ D.1 Annex D is a cross-reference to the requirements of NFPA 1600 and Disaster Recovery Institute International's *Professional Practices for Business Continuity Management*; CSA Z1600, *Emergency and Continuity Management Program*; and Federal Continuity Directives 1 & 2. [See Table D.1(a) through Table D.1(c).] This annex is intended purely as a high-level comparison of the component sections of the indicated standards. Reference should be made to the actual details in each section if a full comparison is needed.

Small Business Preparedness Guide

NFPA 1600[®] is intended to meet the unique needs of all entities, regardless of size. The objective for small businesses or entities might be to simply increase preparedness. The following guidance material is intended to highlight and simplify key aspects of *NFPA 1600* where small entities might wish to focus their preparedness efforts.

This guidance material can help an entity better identify where it needs to focus to protect its assets (people, property, operations); continue to provide goods and/or services; maintain cash flow; preserve its competitive advantage and reputation; and provide the ability to meet legal, regulatory, financial, and contractual obligations.

Key sections of *NFPA 1600* are mentioned in parentheses for easy reference.

Program Management (Chapter 4) Leadership and Commitment (Section 4.1)

The entity's leadership should demonstrate commitment to its emergency management/business continuity program by taking an active role. In small entities, the owner or organizational leader might be responsible for the entire program.

Has someone been appointed to be responsible for developing and maintaining the organization's program? ☐ Yes ☐ No

Planning (Chapter 5)

Document your emergency management/business continuity plans and procedures. Plans can be simple but should consider:

- How the entity will respond to an emergency or disaster (emergency operations/response)
- What the entity needs to communicate, who the organization needs to communicate with, and how the entity will go about communicating with those stakeholders (crisis communications and some degree crisis management)
- How the entity will recover from a disaster (recovery) and keep its business operations going after a disaster happens (continuity)
- What the entity can do to prevent a disaster in the first place (prevention) or limit the damage when a disaster does happen (mitigation)
- How all these plans fit together and how they provide for the future of the organization (strategic/crisis management)

We have reviewed and documented basic steps to take in an emergency — such as an evacuation route and a meeting place. ☐ Yes ☐ No

We have contact lists for all employees, customers, and key vendors. ☐ Yes ☐ No

We have outlined the steps for restoring the business if we lose computers/technology. ☐ Yes ☐ No

Risk Assessment (Section 5.2)

Identify which hazards are most likely to occur and which will have the biggest consequences or be most severe for the entity if they do occur. The intent of a risk assessment is to help an entity better allocate its resources by being cognizant of and focusing attention on prevention, mitigation, preparation, and a plan on how to recover from the highest risk threats.

Additional considerations for small entities include:

- Natural hazard recognition — Business owners/operators should be cognizant of any natural hazards that their location is exposed to such as floods, hurricanes, and earthquakes. Local emergency management and insurance companies should be able to provide this information. Make sure the building's construction and location is resistant to such hazards.
- Exposure — Exposure is "what's nearby that can hurt you." It could be an adjacent combustible building, wildfire potential, or a hazardous occupancy nearby (e.g., a chemical plant or a gas station). It could also be a nearby river that poses a flood risk. To evaluate an entity's exposure, go up on the roof and look around the facility. Then walk inside and around the facility and consider the potential hazards — an oven fire in a restaurant, faulty wiring, equipment failure that could bring manufacturing to a standstill. Finally, drive around the block or area that borders the facility. Ask the question, "What can hurt me or my facility?"

See 5.2.2.1 for a list of common hazards to consider including natural hazards, human-caused events, and technology-caused incidents.

We have reviewed which hazards are most likely to occur in our area and consider these hazards when we do our planning. ☐ Yes ☐ No

We have reviewed the potential hazards posed by neighbors and taken that into consideration as well. ☐ Yes ☐ No

Business Impact Analysis (Section 5.3)

Identify critical business operations and analyze the impact of losing them. This is helpful to better prioritize plans and procedures, especially if resources are limited. Think through the steps an entity will need to take to continue to operate if hazards/impacts occur.

▲ FIGURE C.1 Sample Small Business Preparedness Guide.

Additional considerations for small entities include:

- Backup data — If it's critical or important to an entity, then it should be backed up. How frequently the backup occurs is dictated by the amount of data that can be lost without inflicting unreasonable damage to the entity (usually measured in dollar amounts, reputation, etc.).
- Backup hardware — Backed-up data is only half the equation. How will the backed-up data be processed or accessed?

We have backups of inventory records identifying how much is on hand and where it is. ☐ Yes ☐ No

We have backups of accounts receivable and accounts payable information identifying who and how much. ☐ Yes ☐ No

We have backups of client names and contact information (e-mail, address, phone numbers, etc.). ☐ Yes ☐ No

We have backups of other information critical to the organization, such as equipment lists, drawings, specifications, etc. ☐ Yes ☐ No

We have determined the availability of equipment to access the data we backed up. ☐ Yes ☐ No

We have a copy of these planning documents off site. ☐ Yes ☐ No

Resource Needs Assessment (Section 5.4)

What resources will be needed to resume operation if a hazard occurs? What training is needed?

We have determined where resources will come from if we need to resume operation following an incident and we have a location to store physical resources and supplies. ☐ Yes ☐ No

Additional considerations for small entities include:

- Fire prevention program — Fire is the most common and significant threat to most businesses. Owner/operators can reduce the probability of fire by implementing fire safety programs, especially where flammable liquids or gasses are handled.
- Automatic sprinklers — Locating a business or operation in buildings that are fully protected by automatic sprinklers significantly reduces an entity's exposure to a catastrophic incident. Many natural catastrophes are often compounded by fire.

We have a fire safety program. ☐ Yes ☐ No

We have automatic sprinklers. ☐ Yes ☐ No

- Adequate insurance — Business interruption (BI) and extra expense (EE) coverage is often overlooked. "All risk" policies should be considered as well, as they are more expansive and in some cases allow for customization. In all cases, policyholders should know what is included in their policy and determine what can or should be added, based on their specific needs.
- If an entity's premises are damaged as a result of a covered loss and can operate at a temporary location, extra expense coverage might cover the costs above and beyond normal operating expenses. Among other things, it could cover the cost of relocation, rent for the temporary location, and advertising to bring back customers or those that utilize the entity's services.
- Business interruption insurance (also known as business income insurance) compensates an entity for lost income if it has to vacate the premises due to a covered loss under the property insurance policy, such as a fire. Business interruption coverage might provide compensation for lost profits — based on the entity's financial records — had the event not happened. It also covers continuing operating expenses, such as utilities and rent on the property, which continue to accrue even though business activities have been temporarily suspended.
- Entities that depend heavily on suppliers should consider contingent business interruption (CBI) insurance and contingent extra expense coverage. CBI and contingent extra expense coverage reimburse lost profits and extra expenses resulting from an interruption of business at the premises of a customer or supplier. It is possible to get protection against a set list of suppliers or in some cases to purchase blanket coverage protecting any supplier's shutdown.

We have adequate insurance coverage for our needs. ☐ Yes ☐ No

We have BI insurance. ☐ Yes ☐ No

We have extra expense insurance. ☐ Yes ☐ No

- Plan ahead — The entity should anticipate the level of planning required for their situation by discussing operations, capabilities, and expectations with local emergency services agencies (fire, rescue, police, hazmat, etc.) and local emergency planning nonprofit organizations (local emergency planning committees, Red Cross, Salvation Army, and similar groups).

If we have hazards on site, or pose a potential hazard to our neighbors as a result of our operations, we have shared this information with the fire department and invited them for a meeting to discuss. ☐ Yes ☐ No

FIGURE C.1 *Continued*

Implementation (Chapter 6)

An entity does not need to have separate emergency response, incident management, and business continuity/recovery plans, but those who have a role in implementing the plans should be aware of what is expected of them.

Plans should focus on safety of employees and public, and prevention and mitigation of the hazards, risks, vulnerabilities, and impacts that have been identified.

Do all employees know how to respond to any incident? ☐ Yes ☐ No

Communications (Sections 6.4 and 6.5)

Identify the entity's most important audiences (employees, customers, media, investors, regulators, vendors, etc.) and predetermine how to communicate with them following an emergency or disaster. The simplest way to determine who the entity's key stakeholders are is to consider who is most important to the organization, who is most interested in the organization, or who could be hurt by problems that befall the organization.

Determine how you will notify key audiences of an emergency. Make sure there is a backup.

Plan how critical information will be provided to employees as well as key external audiences. Figure out how to coordinate dissemination of that information to ensure it is consistent.

Additional considerations for small entities include:

- Employee contact info. — Ensure emergency contact information has been gathered and a means of communicating with employees has been established. Has a process been devised to make sure employees can be accounted for in a disaster?
- Media contacts — Most entities use the media for promotion (e.g., TV, radio, print, social websites). The same media can be used to help recover from a crisis. Preplanning how the entity will communicate in a crisis situation is key.
- Customer lists — Every entity has clients or customers who have an interest in the organization. Being able to communicate very quickly after an incident allows the entity to help their clients and customers understand what has happened and how it will affect them, and also provides an opportunity to reassure them that the organization will be there to meet their needs. These lists can be used for e-mail blasts or informational mailings.
- E-mail — Here's where backup data comes in. Blasts to the entity's clients/customers lets them know the entity's status.
- Social media — Same as for e-mail.

We have employee contact lists and have determined how to account for employees following an emergency or disaster. ☐ Yes ☐ No

We have key customer/supplier/vendor contact lists as well and have determined how to coordinate a steady stream of information to them? ☐ Yes ☐ No

Emergency Operations/Response (Section 6.9)

Identify emergency actions to protect people and stabilize the emergency. Anyone tasked with a role will need a copy of the parts of the action plan that pertain to them.

Additional considerations for small entities include:

- Emergency numbers/alarms — Simple procedures such as knowing to call appropriate emergency numbers or to activate manual alarms should be communicated to all personnel via orientation and follow-up training. Fast response can mean the difference between life and death, and it can minimize property damage.
- Evacuation plan — Every organization should have an evacuation plan. Exits should be well marked and kept clear. Evacuation drills should be conducted on a regular basis under realistic conditions.

We have provided emergency procedure orientation as well as follow-up training to all personnel. ☐ Yes ☐ No

We conduct evacuation drills on a regular basis. ☐ Yes ☐ No

Continuity and Recovery (Section 6.10)

Determine how to recover critical or time-sensitive processes as quickly as possible after a disaster. Stipulate roles and responsibilities — not only the jobs that have to be done and who will do those jobs, but also who will be in charge if the owner or manager is not available during an emergency or disaster.

Additional considerations for small entities include:

- Location strategy — If the entity loses its facility, where will it relocate?
- Do you know your building, utility, and infrastructure needs, including the following:
 - Purchasing — What is the local commercial real estate market like?
 - Leasing/renting — Is it possible on a short-term or mid-term basis?
- Consider a mutual aid agreement with a similar entity
- Allow employees to work from home, when applicable

▲ FIGURE C.1 *Continued*

- Processing strategy — How will the entity continue to provide goods or services to its clients/customers?
- Outsourcing — Is there a way to provide goods or services through a third-party vendor?
- Mutual aid — Is there a similar provider who can fill the entity's needs by agreement and the entity would reciprocate if the roles were reversed?

We have determined where to relocate if we are not able to operate out of our facility following a disaster. ☐ Yes ☐ No

We have determined how to continue to provide goods and services to our clients/customers following a disaster. ☐ Yes ☐ No

Training and Education (Chapter 8) and Exercises and Tests (Chapter 9)

Regardless of the size of the entity, periodic awareness, exercises, and tests can be helpful to do the following:

- Practice responses
- Validate plans/procedures
- Ensure those tasked with a response are clear on what is expected of them
- Improve hazard awareness
- Identify any capability gaps or needed resource improvements

For small entities, this could entail periodic testing of the following:

- IT backups to ensure they are adequately capturing information
- Fire drills

We train/drill on plans/procedures as part of new employee orientation with annual updates. ☐ Yes ☐ No

Program Maintenance and Improvement (Chapter 10)

Regularly review plans and procedures with an eye toward identifying ways to improve the program.

Triggers for program improvement include, but are not limited to, the following:

- Identification of new hazards or exposures
- Addition (or elimination) of regulations or resources
- Budget changes
- Addition (or elimination) of products or services
- Personnel turnover

We review the program at least annually to identify improvements? ☐ Yes ☐ No

Resources

There are free planning resources available through various sources. For example, the Metropolitan Washington Council of Governments has an online tool available that walks small business owners through the process. The tool provides simple directions for plugging in appropriate information and generates a simple printable plan tailored for the entity. [<http://www1.mwcog.org/security/security/continuity/intro.asp>]

The Insurance Institute for Business & Home Safety has an “Open for Business®” planning toolkit, available free of charge. Open for Business EZ® is composed of a workbook, a multimedia trainer series to help users manage their time and walk through the planning process, as well as the OFB – EZ mobile app. This app includes several helpful planning tools, such as evaluation checklists to help business users understand their risks, and forms for users to enter and store important contact information for employees, key customers, suppliers, and vendors. In addition, it provides mitigation tips for protecting property from natural hazard events. (www.disastersafety.org/ibhs-business-protection)

Ready.gov is a free planning web site sponsored by FEMA. There are resources to help develop a business continuity plan and information to plan and prepare for events.

The Red Cross web site (ReadyRating.org) includes emergency preparedness information, checklists, and tools to help with preparing for emergency and disasters.

FIGURE C.1 *Continued*

Table D.1(a) Cross-Reference of *NFPA 1600* to *DRII Professional Practices for Business Continuity Management*

<i>NFPA 1600</i> (2019) Chapter/Section	<i>DRII Professional Practices for Business Continuity Management</i> (2017) Subject Area
Chapter 4 Program Management	
4.1 Leadership and Commitment	1. Program Initiation and Management
4.2 Program Coordinator	1. Program Initiation and Management
4.3 Performance Objectives	1. Program Initiation and Management
4.4 Program Committee	1. Program Initiation and Management
4.5 Program Administration	1. Program Initiation and Management
4.6 Laws and Authorities	1. Program Initiation and Management 3. Business Impact Analysis 9. Crisis Communications 10. Coordinating with External Agencies
4.7 Finance and Administration	1. Program Initiation and Management
4.8 Records Management	3. Business Impact Analysis
Chapter 5 Planning	
5.1 Planning and Design Process	2. Risk Assessment 3. Business Impact Analysis 4. Business Continuity Strategies 5. Incident Response 6. Plan Development and Implementation
5.2 Risk Assessment	2. Risk Assessment
5.3 Business Impact Analysis	3. Business Impact Analysis
5.4 Resource Needs Assessment	1. Program Initiation and Management 2. Risk Assessment 3. Business Impact Analysis 5. Incident Response 6. Plan Development and Implementation
Chapter 6 Implementation	
6.1 Common Plan Requirements	5. Incident Response 6. Plan Development and Implementation
6.2 Prevention	2. Risk Assessment 5. Incident Response
6.3 Mitigation	2. Risk Assessment 5. Incident Response
6.4 Crisis Management	5. Incident Response 6. Plan Development and Implementation 10. Coordination with External Agencies
6.5 Crisis Communications and Public Information	5. Incident Response 6. Plan Development and Implementation 9. Crisis Communications 10. Coordination with External Agencies
6.6 Warning, Notifications, and Communications	5. Incident Response 9. Crisis Communications
6.7 Operational Procedures	5. Incident Response 6. Plan Development and Implementation 9. Crisis Communications

(continues)

Table D.1(a) *Continued*

NFPA 1600 (2019) Chapter/Section	DRII Professional Practices for Business Continuity Management (2017) Subject Area
6.8 Incident Management	5. Incident Response 6. Plan Development and Implementation
6.9 Emergency Operations/ Response Plan	5. Incident Response 6. Plan Development and Implementation 7. Awareness and Training Program 8. Business Continuity Plan Exercise, Assessment and Maintenance
6.10 Continuity and Recovery	4. Business Continuity Strategies 6. Plan Development and Implementation 7. Awareness and Training Program 8. Business Continuity Plan Exercise, Assessment and Maintenance 9. Crisis Communications
6.11 Employee Assistance and Support	6. Plan Development and Implementation 9. Crisis Communications 10. Coordinating with External Agencies
Chapter 7 Execution	
7.1 Program Reviews	5. Incident Response 8. Business Continuity Plan Exercise, Assessment and Maintenance
7.2 Incident Reporting/ Notification	
7.3 Plan Activation and Incident Action Plan	6. Plan Development and Implementation
7.4 Activate Incident Plan	6. Plan Development and Implementation
7.5 Ongoing Incident Management and Communications	5. Incident Response
7.6 Documenting Incident Information, Decisions, and Actions	5. Incident Response
7.7 Incident Stabilization	5. Incident Response
7.8 Demobilize Resources and Termination	8. Business Continuity Plan Exercise, Assessment and Maintenance
Chapter 8 Training and Education	
8.1 Training and Education Curriculum	7. Awareness and Training Programs
8.2 Goal of the Curriculum	7. Awareness and Training Programs 8. Business Continuity Plan Exercise, Assessment and Maintenance
8.3 Scope and Frequency of Instruction	8. Business Continuity Plan Exercise, Assessment and Maintenance
8.4 Incident Management System Training	
8.5 Recordkeeping	
8.6 Regulatory and Program Requirements	

(continues)

Table D.1(a) *Continued*

<i>NFPA 1600 (2019)</i> Chapter/Section	<i>DRII Professional Practices for Business Continuity Management (2017)</i> Subject Area
8.7 Public Education	
Chapter 9 Exercises and Tests	
9.1 Program Evaluation	8. Business Continuity Plan Exercise, Assessment and Maintenance
9.2 Exercise and Test Methodology	8. Business Continuity Plan Exercise, Assessment and Maintenance
9.3 Design of Exercises and Tests	8. Business Continuity Plan Exercise, Assessment and Maintenance
9.4 Exercise and Test Evaluation	8. Business Continuity Plan Exercise, Assessment and Maintenance
9.5 Frequency	8. Business Continuity Plan Exercise, Assessment and Maintenance 10. Coordination with External Agencies
Chapter 10 Program Maintenance and Improvement	
10.1 Program Reviews	8. Business Continuity Plan Exercise, Assessment and Maintenance
10.2 Corrective Action	8. Business Continuity Plan Exercise, Assessment and Maintenance 9. Crisis Communications
10.3 Continuous Improvement	8. Business Continuity Plan Exercise, Assessment and Maintenance

DRII: DRI International, Inc.

Table D.1(b) Cross-Reference of NFPA 1600 to CSA Z1600, *Emergency and Continuity Management Program*

<i>NFPA 1600 (2019)</i> Chapter/Section	<i>CSA Z1600-17, Emergency and Continuity Management Program (2017)</i> Chapter/Section
Chapter 4 Program Management	4 Program Management
4.1 Leadership and Commitment	4.1 Leadership and Commitment
4.2 Program Coordinator	4.2 Program Coordinator
4.3 Performance Objectives	4.4.3 Goals, Objectives, and Performance Measures
4.4 Program Committee	4.3 Program Committee
4.5 Program Administration	4.4 Program Administration
4.6 Laws and Authorities	4.5 Compliance with Laws and Authorities
4.7 Finance and Administration	4.6 Financial Management
4.8 Records Management	4.4.6 Records Management
Chapter 5 Planning	5 Planning
5.1 Planning and Design Process	5.1 Planning Process
5.2 Risk Assessment	5.3 Risk Assessment
5.3 Business Impact Analysis	5.4 Impact Analysis
5.4 Resource Needs Assessment	4.7 Resources 5.4.3 Supporting Resources for RTO 6.2.7 Resource Management
Chapter 6 Implementation	6 Implementation
6.1 Common Plan Requirements	5.2 Common Plan Requirements
6.2 Prevention	5.5.2 Prevention 6.1.2 Prevention
6.3 Mitigation	5.5.3 Mitigation 6.1.3 Mitigation
6.4 Crisis Management	5.1.2 (part of the planning process) 6.2.4 (described in the response plan)
6.5 Crisis Communications and Public Information	6.2.2 Communications Assessment 6.2.5.3 Communication Systems 6.2.5.7 Emergency Information 6.2.5.8 Crisis Information 6.3.6 Emergency Information
6.6 Warning, Notifications, and Communications	6.2.5 Communication and Warning
6.7 Operational Procedures	6.3.1 Operational Procedures
6.8 Incident Management	6.2.3 Incident Management System
6.9 Emergency Operations/Response Plan	5.5.5 Response 6.2.4 Response Plan 6.3 Response
6.10 Continuity and Recovery	5.5.6 Continuity 5.5.7 Recovery 6.2.6 Continuity 6.3.3 Continuity 6.4 Recovery
6.11 Employee Assistance and Support	—

(continues)

Table D.1(b) *Continued*

NFPA 1600 (2019) Chapter/Section	CSA Z1600-17, <i>Emergency and Continuity Management Program</i> (2017) Chapter/Section
Chapter 7 Execution	
7.1 Incident Recognition	
7.2 Initial Reporting/Notification	
7.3 Plan Activation and Incident Action Plan	
7.4 Activate Incident Management Plan	
7.5 Ongoing Incident Management and Communications	
7.6 Documenting Incident Information, Decisions, and Actions	
7.7 Incident Stabilization	
7.8 Demobilize Resources and Termination	
Chapter 8 Training and Education	5.5.9 Training and Education 6.2.8 Training
8.1 Curriculum	6.2.8.2 (competency-based curriculum)
8.2 Goal of the Curriculum	—
8.3 Scope and Frequency of Instruction	6.2.8.3 (frequency and scope of training)
8.4 Incident Management System Training	—
8.5 Recordkeeping	6.2.8.4 (maintain training records)
8.6 Regulatory and Program Requirements (pertaining to training curriculum)	4.5 Compliance with laws and authorities (pertaining to overall program)
8.7 Public Education	6.2.5.5 Public Awareness and Education 6.3.7 Public Awareness
Chapter 9 Exercises and Tests	7 Program Evaluation
9.1 Program Evaluation	7.1 Evaluation
9.2 Exercise and Test Methodology	—
9.3 Design of Exercises and Tests	—
9.4 Exercise and Test Evaluation	7.2 Exercises and Tests
9.5 Frequency	—
Chapter 10 Program Maintenance and Improvement	8 Management Review
10.1 Program Reviews	7.3 Audit and Review 8.1 Senior Management Review
10.2 Corrective Action	7.4 Corrective Action
10.3 Continuous Improvement	8.2 Continual Improvement

Table D.1(c) Cross-Reference of NFPA 1600 to FCD-1

NFPA 1600 (2019) Chapter/Section	Federal Continuity Directive (FCD) 1 (2017) Chapter/Section
Chapter 4 Program Management	IV. Policy and Background
4.1 Leadership and Commitment	IV. A. Policy v. Roles and Responsibilities (assigned responsibilities are outlined in PPD-40)
4.2 Program Coordinator	V. Roles and Responsibilities
4.3 Performance Objectives	Annex A: Program, Management, Plans, and Procedures
4.4 Program Committee	VI. Federal Executive Level Continuity Coordination Meetings
4.5 Program Administration	V. Roles and Responsibilities, B. Continuity Program Manager (Continuity Manager)
4.6 Laws and Authorities	Annex O: Authorities and Resources
4.7 Finance and Administration	Annex A: Program Management, Plans, and Procedures; Requirements and Criteria for Program Management, Plans, and Procedures, para 5
4.8 Records Management	Annex F: Essential Records Management
Chapter 5 Planning	IV. Policy and Background, Annex A: Program Management, Plans, and Procedures
5.1 Planning and Design Process	Annex A: Program Management, Plans, and Procedures
5.2 Risk Assessment	VI. Risk Management and Analysis (FCD-2)
5.3 Business Impact Analysis	Annex B: Essential Functions (FCD-1), Annex C: Business Process Analysis (FCD-2), Annex D: Business Impact Analysis (FCD-2)
5.4 Resource Needs Assessment	Annex C: Business Process Analysis (FCD-2), Annex D: Business Impact Analysis (FCD-2)
5.5 Performance Objectives	VIII. Readiness Reporting System
Chapter 6 Implementation	Annex L: Continuity Plan Operational Phases and Implementation
6.1 Common Plan Requirements	Annex A: Program Management, Plans, and Procedures
6.2 Prevention	VI. Risk Management and Analysis, para A
6.3 Mitigation	VI. Risk Management and Analysis, para A
6.4 Crisis Management	
6.5 Crisis Communications and Public Information	Annex E: Communications and Information Systems
6.6 Warning, Notifications, and Communications	Annex E: Communications and Information Systems
6.7 Operational Procedures	Annex L: Continuity Operational Phases and Implementation
6.8 Incident Management	
6.9 Emergency Operations/Response Plan	
6.10 Business Continuity and Recovery	Annex L: Continuity Operational Phases and Implementation, Continuity Operations Phase Annex J: Reconstitution
6.11 Employee Assistance and Support	Annex H: Human Resources
Chapter 7 Execution	Annex L: Continuity Operational Phases and Implementation, Continuity Operations Phase

(continues)

Table D.1(c) *Continued*

NFPA 1600 (2019) Chapter/Section	Federal Continuity Directive (FCD) 1 (2017) Chapter/Section
7.1 Program Reviews	
7.2 Incident Reporting/Notification	Annex L: Continuity Operational Phases and Implementation, Continuity Operations Phase
7.3 Plan Activation and Incident Action Plan	Annex L: Continuity Operational Phases and Implementation, Continuity Operations Phase
7.4 Activate Incident Plan	Annex L: Continuity Operational Phases and Implementation, Continuity Operations Phase
7.5 Ongoing Incident Management and Communications	Annex L: Continuity Operational Phases and Implementation, Continuity Operations Phase
7.6 Documenting Incident Information, Decisions, and Actions	
7.7 Incident Stabilization	
7.8 Demobilize Resources and Termination	
Chapter 8 Training and Education	Annex K: Test, Training, and Exercise Program
8.1 Curriculum	
8.2 Goal of Curriculum	
8.3 Scope and Frequency of Instruction	Annex K: Test, Training, and Exercise Program, para Training
8.4 Incident Management System Training	
8.5 Recordkeeping	Annex F: Essential Records Management
8.6 Regulatory and Program Requirements	Annex F: Essential Records Management
8.7 Public Education	
Chapter 9 Exercises and Tests	Annex K: Test, Training, and Exercise Program, para Testing
9.1 Program Evaluation	
9.2 Exercise and Test Methodology	Annex K: Test, Training, and Exercise Program
9.3 Design of Exercises and Tests	Annex K: Test, Training, and Exercise Program
9.4 Exercise and Test Evaluation	Annex K: Test, Training, and Exercise Program
9.5 Frequency	Annex K: Test, Training, and Exercise Program, para Testing, para Exercises
Chapter 10 Program Maintenance and Improvement	Annex A: Program Management, Plans, and Procedures
10.1 Program Reviews	Annex A: Program Management, Plans, and Procedures, para 1.b
10.2 Corrective Action	
10.3 Continuous Improvement	
—	Annex G: Alternate Locations
—	Annex I: Devolution
—	X. Coordination with State, Local, Tribal, and Territorial Governments, Non-Governmental Organizations, and Private Sector Critical Infrastructure Owners and Operators

Annex E NFPA 1600, 2019 Edition, as an MSS

This annex is not a part of the requirements of this NFPA document unless specifically adopted by the jurisdiction.

Δ E.1 Introduction. Information in this annex is intended to be adopted by the entity at its discretion, replacing Chapters 1 through 10. Although this annex is written in mandatory language, it is not intended to be enforced or applied unless specifically adopted by the entity, thereby replacing Chapters 1–10 and becoming the full requirements of the standard. A management system (MS) is defined as a framework of processes designed to ensure the achievement of an entity's "business" objectives. By adopting this annex, the entity is committing to using a management system standard (MSS) for implementation and maintenance of the program.

This annex was created using Annex SL.9 of *ISO/IEC Directives, Part 1, Consolidated ISO Supplement*. Cross-references to Chapters 1 through 10 of *NFPA 1600* are provided in brackets. Paragraphs without a cross-reference are part of the ISO identical text for MSS, common MS terms, and core definitions from Annex SL, Appendix 2 of *ISO/IEC Directives, Part 1, Consolidated ISO Supplement*.

E.2 Scope. [Chapter 1]

Δ E.2.1 Scope. This standard shall establish a common set of criteria for all-hazards continuity, emergency, and crisis management programs, hereinafter referred to as the "program." [1.1]

E.2.2 Purpose. This standard provides the fundamental criteria for preparedness including the planning, implementation, execution, assessment, and maintenance of programs for prevention, mitigation, response, continuity, and recovery. [1.2]

E.2.3 Application. This document shall apply to public, private, and nonprofit entities and nongovernmental entities (NGOs). [1.3]

E.3 Normative References. [Chapter 2]

E.3.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document. [2.1]

E.3.2 NFPA Publications. (Reserved) [2.2]

E.3.3 Other Publications. *Merriam-Webster's Collegiate Dictionary*, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003. [2.3]

E.3.4 References for Extracts in Mandatory Sections. (Reserved) [2.4]

E.4 Terms and Definitions. [Chapter 3]

E.4.1 General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning. [3.1]

E.4.2 NFPA Official Definitions. [3.2]

E.4.2.1 Approved. Acceptable to the authority having jurisdiction. [3.2.1]

E.4.2.2 Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. [3.2.2]

E.4.2.3 Shall. Indicates a mandatory requirement. [3.2.3]

E.4.2.4 Should. Indicates a recommendation or that which is advised but not required. [3.2.4]

E.4.2.5 Standard. An NFPA Standard, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the *NFPA Manual of Style*. When used in a generic sense, such as in the phrase "standards development process" or "standards development activities," the term "standards" includes all NFPA Standards, including Codes, Standards, Recommended Practices, and Guides. [3.2.5]

E.4.3 General Definitions. [3.3]

E.4.3.1 Access and Functional Needs. Persons requiring special accommodations because of health, social, economic, or language challenges. [3.3.1]

E.4.3.2 All-Hazards. An approach for prevention, mitigation, preparedness, response, continuity, and recovery that addresses a full range of threats and hazards, including natural, human-caused, and technology-caused. [3.3.2]

E.4.3.3 Business Continuity/Continuity of Operations. An ongoing process to ensure that the necessary steps are taken to identify the impacts of potential losses and maintain viable continuity and recovery strategies and plans. [3.3.3]

E.4.3.4 Business Impact Analysis (BIA). A management level analysis that identifies, quantifies, and qualifies the impacts resulting from interruptions or disruptions of an entity's resources. The analysis can identify time-critical functions, recovery priorities, dependencies, and interdependencies so that recovery time objectives can be established and approved. [3.3.4]

E.4.3.5 Capability. The ability to perform required actions. [3.3.5]

E.4.3.6 Competence. Demonstrated ability to apply knowledge and skills to achieve intended results. [3.3.6]

E.4.3.7 Continual Improvement. Recurring process of enhancing the management program in order to achieve improvements in overall performance consistent with the entity's policy, goals, and objectives. [3.3.7]

E.4.3.8 Continuity. A term that includes business continuity/continuity of operations (COOP), operational continuity, succession planning, continuity of government (COG), which support the resilience of the entity. [3.3.8]

E.4.3.9 Crisis. An issue, event, or series of events with potential for strategic implications that severely impacts or has the potential to severely impact an entity's operations, brand, image, reputation, market share, ability to do business, or relationships with key stakeholders. A crisis might or might not be initiated or triggered by an incident, and requires sustained

input at a strategic level to minimize its impact on the entity. [3.3.9]

E.4.3.10 Crisis Management. The ability of an entity to manage incidents that have the potential to cause significant security, financial, strategic, or reputational impacts. [3.3.10]

E.4.3.11 Damage Assessment. A determination of the effects of the incident on humans, on physical, operational, economic characteristics, and on the environment. [3.3.11]

E.4.3.12 Disaster/Emergency Management. An ongoing process to prevent, mitigate, prepare for, respond to, maintain continuity during, and to recover from an incident that threatens life, property, operations, information, or the environment. [3.3.12]

E.4.3.13 Entity. A governmental agency or jurisdiction, private or public company, partnership, nonprofit organization, or other organization that has emergency management and business continuity/continuity of operations responsibilities. [3.3.13]

E.4.3.14 Exercise. A process to assess, train, practice, and improve performance in an entity. [3.3.14]

Δ E.4.3.15 Incident. An event that has the potential to cause interruption, disruption, loss, emergency, disaster, or catastrophe, and can escalate into a crisis. [3.3.15]

E.4.3.16 Incident Action Plan. A verbal plan, written plan, or combination of both, that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety requirements approved by the incident commander. [3.3.16]

E.4.3.17 Incident Management System (IMS). The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. [3.3.17]

E.4.3.18 Interoperability. The ability of diverse personnel, systems, and entities to work together seamlessly. [3.3.18]

E.4.3.19 Mitigation. Activities taken to reduce the impacts from hazards. [3.3.19]

E.4.3.20 Mutual Aid/Assistance Agreement. A prearranged agreement between two or more entities to share resources in response to an incident. [3.3.20]

E.4.3.21 Preparedness. Ongoing activities, tasks, and systems to develop, implement, and maintain the program. [3.3.21]

E.4.3.22 Prevention. Activities to avoid or stop an incident from occurring. [3.3.22]

E.4.3.23 Recovery. Activities and programs designed to return conditions to a level that is acceptable to the entity. [3.3.23]

N E.4.3.24 Resiliency. The ability to prepare for and adapt to changing conditions and withstand and recover rapidly from disruptions. [3.3.24]

E.4.3.25 Resource Management. A system for identifying available resources to enable timely access to resources needed to prevent, mitigate, prepare for, respond to, maintain continuity during, or recover from an incident. [3.3.25]

E.4.3.26 Response. Immediate and ongoing activities, tasks, programs, and systems to manage the effects of an incident that threatens life, property, operations, an entity, or the environment. [3.3.26]

E.4.3.27 Risk Assessment. The process of identifying threats and hazards to life, property, operations, the environment, and entities, and the analysis of probabilities, vulnerabilities, and impacts. [3.3.27]

E.4.3.28 Situation Analysis. The process of collecting, evaluating, and disseminating information related to the incident, including information on the current and forecasted situation, and on the status of resources for management of the incident. [3.3.28]

N E.4.3.29 Social Media. Forms of electronic communication (such as websites) through which people create online communities to share information, ideas, and personal messages. [3.3.29]

E.4.3.30 Supply Chain. A network of individuals, entities, activities, information, resources, and technology involved in creating and delivering a product or service from supplier to end user. [3.3.30]

E.4.3.31 Test. Procedure for evaluation with a pass or fail result. [3.3.31]

E.4.3.32 Vital Records. Information critical to the continued operation or survival of an entity. [3.3.32]

E.4.4 ISO Terms and Definitions. For the purposes of this document, the following terms and definitions apply.

E.4.4.1 Organization. Person or group of people that has its own functions with responsibilities, authorities, and relationships to achieve its objectives (E.4.4.8).

Note: The concept of organization includes, but is not limited to sole-trader, entity, corporation, entity, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

E.4.4.2 Interested Party (Preferred Term) Stakeholder (Admitted Term). Person or organization (E.4.4.1) that can affect, be affected by, or perceive itself to be affected by a decision or activity.

E.4.4.3 Requirement. Need or expectation that is stated, generally implied or obligatory.

Note 1: “Generally implied” means that it is custom or common practice for the entity and interested parties that the need or expectation under consideration is implied.

Note 2: A specified requirement is one that is stated, for example in documented information.

E.4.4.4 Management System. Set of interrelated or interacting elements of an entity (E.4.4.1) to establish policies (E.4.4.7), and objectives (E.4.4.8), and processes (E.4.4.12) to achieve those objectives.

Note 1: A management system can address a single discipline or several disciplines.

Note 2: The system elements include the entity's structure, roles and responsibilities, planning and operation.

Note 3: The scope of an entity system might include the whole of the entity, specific and identified functions of the entity, specific and identified sections of the entity, or one or more functions across a group of entities.

E.4.4.5 Top Management. Person or group of people who directs and controls an *organization* (E.4.4.1) at the highest level.

Note 1: Top management has the power to delegate authority and provide resources within the entity.

Note 2: If the scope of the *management system* (E.4.4.4) covers only part of an entity, then top management refers to those who direct and control that part of the entity.

E.4.4.6 Effectiveness. Extent to which planned activities are realized and planned results achieved.

E.4.4.7 Policy. Intentions and direction of an *entity* (E.4.4.1), as formally expressed by its *top management* (E.4.4.5).

E.4.4.8 Objective. Result to be achieved.

Note 1: An objective can be strategic, tactical, or operational.

Note 2: Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels [such as strategic, *entitywide*, project, product, and *process* (E.4.4.12)].

Note 3: An objective can be expressed in other ways, for example as an intended outcome, a purpose, an operational criterion, as the *program* objective, or by the use of other words with similar meaning (e.g., aim, goal, or target).

Note 4: In the context of *continuity*, *emergency*, and *crisis management* management systems, the program objectives are set by the entity, consistent with the *program's* policy, to achieve specific results.

E.4.4.9 Risk. Effect of uncertainty.

Note 1: An effect is a deviation from the expected — positive and/or negative.

Note 2: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood.

Note 3: Risk is often characterized by reference to potential “events” (as defined in ISO Guide 73:2009,) and “consequences” (as defined in ISO Guide 73:2009,), or a combination of these.

Note 4: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood (Guide 73, 3.6.1.1) of occurrence.

E.4.4.10 Competence. Ability to apply knowledge and skills to achieve intended results.

E.4.4.11 Documented Information. Information required to be controlled and maintained by an entity (E.4.4.1) and the medium on which it is contained.

Note 1: Documented information can be in any format and media, and from any source.

Note 2: Documented information can refer to the following:

- (1) The *management system* (E.4.4.4), including related *processes* (E.4.4.12)
- (2) Information created in order for the entity to operate (documentation)
- (3) Evidence of results (records)

E.4.4.12 Process. Set of interrelated or interacting activities that transforms inputs into outputs.

E.4.4.13 Performance. Measurable result.

Note 1: Performance can relate either to quantitative or qualitative findings.

Note 2: Performance can relate to the management of activities, *processes* (E.4.4.10), products (including services), systems or (E.4.4.1).

E.4.4.14 Outsource (Verb). Make an arrangement where an external *entity* (E.4.4.1) performs part of an entity's function or *process* (E.4.4.12).

Note: An external entity is outside the scope of the *management system* (E.4.4.10), although the outsourced function or process is within the scope.

E.4.4.15 Monitoring. Determining the status of a system, a process (E.4.4.12), or an activity.

Note: To determine the status, there might be a need to check, supervise or critically observe.

E.4.4.16 Measurement. *Process* (E.4.4.12) to determine a value.

E.4.4.17 Audit. Systematic, independent, and documented *process* (E.4.4.12) for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

Note 1: An audit can be an internal audit (first party) or an external audit (second party or third party), and it can be a combined audit (combining two or more disciplines).

Note 2: An internal audit is conducted by the entity itself, or by an external party on its behalf.

Note 3: “Audit evidence” and “audit criteria” are defined in ISO 19011.

E.4.4.18 Conformity. Fulfillment of a *requirement* (E.4.4.3).

E.4.4.19 Nonconformity. Non-fulfillment of a *requirement* (E.4.4.3).

E.4.4.20 Corrective Action. Action to eliminate the cause of a *nonconformity*) and to prevent recurrence.

E.4.4.21 Continual Improvement. Recurring activity to enhance *performance* (E.4.4.13).

E.5 Context of the Entity.

E.5.1 Understanding the Entity and Its Context. The entity shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its *crisis/disaster/emergency management* and *business continuity/continuity of operations continuity management system*.

E.5.2 Understanding the Needs and Expectations of Interested Parties. The entity shall determine:

- (1) The interested parties that are relevant to the continuity, emergency, and crisis management management system
- (2) The relevant requirements of these interested parties.

Δ E.5.3 Determining the Scope of the Disaster/Emergency and Business Continuity/Continuity of Operations Management System. The entity shall determine the boundaries and applicability of the continuity, emergency, and crisis management management system to establish its scope. When determining this scope the entity shall consider:

- (1) The external and internal issues referred to in F.1
- (2) The requirements referred to in Section E.5.2

The scope shall be available as documented information.

E.5.4 Continuity, Emergency, and Crisis Management Management System. The entity shall, establish, implement, maintain and continually improve a continuity, emergency, and crisis management management system, including the processes needed and their interactions, in accordance with the requirements of this International Standard.

E.5.5 Laws and Authorities. [4.6]

E.5.5.1 The program shall comply with applicable legislation, policies, regulatory requirements, and directives. [4.6.1]

E.5.5.2 The entity shall establish maintain, and document procedure(s) to comply with applicable legislation, policies, regulatory requirements, and directives. [4.6.2]

E.5.5.3 The entity shall implement a strategy for addressing the need for revisions to legislation, regulations, directives, policies, and industry codes of practice. [4.6.3]

E.6 Leadership.

Δ E.6.1 Leadership and Commitment. Top management shall demonstrate leadership and commitment with respect to the program by:

- (1) Ensuring that the program policy and objectives are established and are compatible with the strategic direction of the entity
- (2) Ensuring the integration of the continuity, emergency, and crisis management management system requirements into the entity's business processes
- (3) Ensuring that the resources needed for the program are available
- (4) Communicating the importance of effective program management and of conforming to the requirements
- (5) Ensuring that the program achieves its intended outcome(s)
- (6) Directing and supporting persons to contribute to the effectiveness of the program
- (7) Promoting continual improvement

Supporting other relevant management roles to demonstrate leadership as it applies to the position's areas of responsibility.

Note 1: Reference to "business" in this International Standard can be interpreted broadly to mean those activities that are core to the purposes of the entity's existence.

E.6.2 Leadership and Commitment. [4.1]

E.6.2.1 The entity leadership shall demonstrate commitment to the program to prevent, mitigate the consequences of, prepare for, respond to, maintain continuity during, and recover from incidents. [4.1.1]

Δ E.6.2.2 The leadership commitment shall include the following:

- (1) Support the development, implementation, and maintenance of the program
- (2) Provide necessary resources to support the program
- (3) Ensure the program is reviewed and evaluated as needed to ensure program effectiveness
- (4) Support corrective action to address program deficiencies [4.1.2]

E.6.2.3 The entity shall adhere to policies, execute plans, and follow procedures developed to support the program. [4.1.3]

E.6.3 Policy. Top management shall establish the program policy that:

- (1) Is appropriate to the purpose of the entity
- (2) Provides a framework for setting the program objectives
- (3) Includes a commitment to satisfy applicable requirements
- (4) Includes a commitment to continual improvement of the continuity, emergency, and crisis management management system

The program policy shall:

- (1) Be available as documented information
- (2) Be communicated within the entity
- (3) Be available to interested parties, as appropriate

E.6.3.1 Program Administration. [4.5]

Δ E.6.3.1.1 The entity shall have a documented program that includes the following:

- (1) Executive policy, including vision, mission statement, roles, and responsibilities, and enabling authority
- (2) Program scope, goals, performance objectives, and metrics for program evaluation
- (3) Applicable authorities, legislation, regulations, and industry codes of practice as required by E.5.5
- (4) Program budget and schedule, including milestones
- (5) Program plans and procedures that include the following:
 - (a) Anticipated cost
 - (b) Priority
 - (c) Resources required
- (6) Records management practices as required by E.8.5.4
- (7) Management of change [4.5.1]

E.6.3.1.2 The program shall include the requirements specified in Sections E.5 to E.12, the scope of which shall be determined through an "all-hazards" approach, and the risk assessment. [4.5.2]

E.6.3.1.3 Program requirements shall be applicable for preparedness including the planning, implementation, assessment, and maintenance of programs for prevention, mitigation, preparedness, response, continuity, and recovery. [4.5.3]

E.6.4 Organizational Roles, Responsibilities, and Authorities. Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the entity.

Top management shall assign the responsibility and authority for:

- (1) Ensuring that the continuity, emergency, and crisis management management system conforms to the requirements of this International Standard
- (2) Reporting on the performance of the program to top management

E.6.4.1 Program Coordinator. The program coordinator shall be appointed by the entity's leadership and authorized to develop, implement, administer, evaluate, and maintain the program. [4.2]

E.6.4.2 Performance Objectives. [4.3]

E.6.4.2.1 The entity shall establish performance objectives for the program in accordance with Section E.5 and the elements in Sections E.7 through E.12. [4.3.1]

E.6.4.2.2 The performance objectives shall address the results of the hazard identification, risk assessment, and business impact analysis. [4.3.2]

E.6.4.2.3 Performance objectives shall be developed by the entity to address both short-term and long-term needs. [4.3.3]

E.6.4.2.4 The entity shall define the terms *short term* and *long term*. [4.3.4]

E.6.4.3 Program Committee. [4.4]

E.6.4.3.1 A program committee shall be established by the entity in accordance with its policy. [4.4.1]

Δ **E.6.4.3.2** The program committee shall provide input, or assist in the coordination of the preparation, development, implementation, evaluation, and maintenance of the program. [4.4.2]

E.6.4.3.3 The program committee shall include the program coordinator and others who have the expertise, the knowledge of the entity, and the capability to identify resources from all key functional areas within the entity. [4.4.3]

■ **E.6.4.3.4** The program committee shall solicit applicable external representation. [4.4.4]

E.7 Planning. [Chapter 5]

E.7.1 Actions to Address Risks and Opportunities. When planning for the program, the entity shall consider the issues referred to in Section 5.1 and the requirements referred to in Section 5.2 and determine the risks and opportunities that need to be addressed to:

- (1) Give assurance that the program can achieve its intended outcome(s).
- (2) Prevent, or reduce, undesired effects.
- (3) Achieve continual improvement.

The entity shall plan:

- (1) Actions to address these risks and opportunities
- (2) How to:
 - (a) Integrate and implement the actions into its program processes
 - (b) Evaluate if the effectiveness of these actions have been effective

E.7.2 Continuity, Emergency, and Crisis Management Objectives and Planning to Achieve Them.

E.7.2.1 The entity shall establish the program objectives at relevant functions and levels.

The program objectives shall:

- (1) Be consistent with the program policy
- (2) Be measurable (if practicable)
- (3) Take into account applicable requirements
- (4) Be monitored
- (5) Be communicated
- (6) Updated as appropriate

The entity shall retain documented information on the continuity, emergency, and crisis management objectives.

When planning how to achieve its continuity, emergency, and crisis management objectives, the entity shall determine:

- (1) What will be done
- (2) What resources will be required
- (3) Who will be responsible
- (4) When it will be completed
- (5) How the results will be evaluated

E.7.3 Planning and Design Process. [5.1]

E.7.3.1 The program shall follow a planning process that develops strategies, plans, and required capabilities to execute the program. [5.1.1]

E.7.3.2 Strategic planning shall define the entity's vision, mission, and goals of the program. [5.1.2]

E.7.3.3 Risk assessment and business impact analysis (BIA) shall develop information to prepare prevention and mitigation strategies. [5.1.3]

E.7.3.4 A risk assessment, BIA, and resource needs assessment shall develop information to prepare emergency operations/response, crisis communications, continuity, and recovery plans. [5.1.4]

E.7.3.5 Crisis management planning shall address an event, or series of events, that severely impacts or has the potential to severely impact an entity's operations, reputation, market share, ability to do business, or relationships with key stakeholders. [5.1.5]

E.7.3.6 The entity shall include key stakeholders in the planning process. [5.1.6]

E.7.4 Risk Assessment. [5.2]

E.7.4.1 The entity shall conduct a risk assessment. [5.2.1]

E.7.4.2 The entity shall identify hazards and monitor those hazards and the likelihood and severity of their occurrence over time. [5.2.2]

Δ **E.7.4.2.1** Hazards to be evaluated shall include the following:

- (1) Geological:
 - (a) Earthquake
 - (b) Landslide, mudslide, subsidence
 - (c) Tsunami
 - (d) Volcano

- (2) Meteorological:
 - (a) Drought
 - (b) Extreme temperatures (hot, cold)
 - (c) Famine
 - (d) Flood, flash flood, seiche, tidal surge
 - (e) Geomagnetic storm
 - (f) Lightning
 - (g) Snow, ice, hail, sleet, avalanche
 - (h) Wildland fire
 - (i) Windstorm, tropical cyclone, hurricane, tornado, water spout, dust storm, sandstorm
- (3) Biological:
 - (a) Food-borne illnesses
 - (b) Infectious/communicable/pandemic diseases
- (4) Accidental human-caused:
 - (a) Building/structure collapse
 - (b) Entrapment
 - (c) Explosion/fire
 - (d) Fuel/resource shortage
 - (e) Hazardous material spill or release
 - (f) Equipment failure
 - (g) Nuclear reactor incident
 - (h) Radiological incident
 - (i) Transportation incidents
 - (j) Unavailability of essential employee(s)
 - (k) Water control structure failure
 - (l) Misinformation
- (5) Intentional human-caused:
 - (a) Incendiary fire
 - (b) Bomb threat
 - (c) Demonstrations/civil disturbance/riot/insurrection
 - (d) Discrimination/harassment
 - (e) Disinformation
 - (f) Kidnapping/hostage
 - (g) Acts of war
 - (h) Missing person
 - (i) Cyber security incidents
 - (j) Product defect or contamination
 - (k) Robbery/theft/fraud
 - (l) Strike or labor dispute
 - (m) Suspicious package
 - (n) Terrorism
 - (o) Vandalism/sabotage
 - (p) Workplace/school/university violence
- (6) Technological:
 - (a) Hardware, software, and network connectivity interruption, disruption, or failure
 - (b) Utility interruption, disruption, or failure

[5.2.2.1]

E.7.4.2.2 The vulnerability of people, property, operations, the environment, the entity, and the supply chain operations shall be identified, evaluated, and monitored. [5.2.2.2]

Δ E.7.4.3 The entity shall conduct an analysis of the impact of the hazards identified in E.7 on the following:

- (1) Health and safety of persons in the affected area
- (2) Health and safety of personnel responding to the incident
- (3) Security of information
- (4) Continuity of operations
- (5) Continuity of government

- (6) Property, facilities, assets, and critical infrastructure
- (7) Delivery of the entity's services
- (8) Supply chain
- (9) Environment
- (10) Economic and financial conditions
- (11) Regulatory and contractual obligations
- (12) Reputation of or confidence in the entity
- (13) Work and labor arrangements

[5.2.3]

E.7.4.4 The risk assessment shall include an analysis of the escalation of impacts over time. [5.2.4]

E.7.4.5 The analysis shall evaluate the potential effects of regional, national, or international incidents that could have cascading impacts. [5.2.5]

E.7.4.6 The risk assessment shall evaluate the adequacy of existing prevention and mitigation strategies. [5.2.6]

E.7.5 Business Impact Analysis (BIA). [5.3]

E.7.5.1 The entity shall conduct a (BIA) that includes an assessment of how a disruption could affect the entity's operations, reputation, market share, ability to do business relationships with key stakeholders and identify the resources and capabilities needed to manage the disruptions. [5.3.1]

E.7.5.1.1 The BIA shall identify processes that are required for the entity to perform its mission. [5.3.1.1]

Δ E.7.5.1.2 The BIA shall identify the following resources that enable the processes:

- (1) Personnel
- (2) Equipment
- (3) Infrastructure
- (4) Technology
- (5) Information
- (6) Supply chain

[5.3.1.2]

Δ E.7.5.2 The BIA shall evaluate the following:

- (1) Dependencies
- (2) Single-source and sole-source suppliers
- (3) Single points of failure
- (4) Potential qualitative and quantitative impacts from a disruption to the resources in E.7.5.1.2

[5.3.2]

E.7.5.2.1 The BIA determine the point in time [recovery time objective (RTO)] when the impacts of the disruption become unacceptable to the entity. [5.3.2.1]

E.7.5.3 The BIA shall identify the acceptable amount of data loss for physical and electronic records to identify recovery point objective (RPO). [5.3.3]

E.7.5.4 The BIA identify gaps between the RTOs and RPOs and demonstrated capabilities. [5.3.4]

E.7.5.5 The BIA shall be used in the development of continuity and recovery strategies and plans. [5.3.5]

E.7.5.6 The BIA shall identify critical supply chains, including those exposed to domestic and international risks, and the timeframe within which those operations become critical to the entity. [5.3.6]

E.8 Support.

E.8.1 Resources. The entity shall determine and provide the resources needed for the establishment, implementation, maintenance, and continual improvement of the program.

E.8.1.1 Resource Needs Assessment. [5.4]

E.8.1.1.1 The entity shall conduct a resource needs assessment based on the hazards identified in E.7.4 and the business impact analysis in E.7.5. [5.4.1]

▲ **E.8.1.1.2** The resource needs assessment shall include the following:

- (1) Human resources, equipment, training, facilities, funding, expert knowledge, materials, technology, information, intelligence, and the time frames within which they will be needed
- (2) Quantity, response time, capability, limitations, cost, and liabilities

[5.4.2]

E.8.1.1.3 The entity shall establish procedures to locate, acquire, store, distribute, maintain, test, and account for services, human resources, equipment, and materials procured or donated to support the program. [5.4.3]

E.8.1.1.4 Facilities capable of supporting response, continuity, and recovery operations shall be identified. [5.4.4]

E.8.1.1.5 Agreements. The need for mutual aid/assistance or partnership agreements shall be determined; if needed, agreements shall be established and documented. [5.4.5]

E.8.1.2 Resource Management.

▲ **E.8.1.2.1** Resource management shall include the following tasks:

- (1) Establishing processes for describing, taking inventory of, requesting, and tracking resources
- (2) Resource typing or categorizing resources by size, capacity, capability, and skill
- (3) Mobilizing and demobilizing in accordance with the established IMS
- (4) Conducting contingency planning for resource deficiencies

[6.8.7]

E.8.1.2.2 A current inventory of internal and external resources shall be maintained. [6.8.8]

E.8.1.2.3 Donations of human resources, equipment, material, and facilities shall be managed. [6.8.9]

E.8.1.3 Finance and Administration. [4.7]

E.8.1.3.1 The entity shall develop finance and administrative procedures to support the program before, during, and after an incident. [4.7.1]

▲ **E.8.1.3.2** There shall be a responsive finance and administrative framework that does the following:

- (1) Complies with the entity's program requirements
- (2) Is uniquely linked to response, continuity, and recovery operations

- (3) Provides for maximum flexibility to expeditiously request, receive, manage, and apply funds in a nonemergency environment and in emergency situations to ensure the timely delivery of assistance

[4.7.2]

E.8.1.3.3 Procedures shall be created and maintained for expediting fiscal decisions in accordance with established authorization levels, accounting principles, governance, requirements, and fiscal policy. [4.7.3]

▲ **E.8.1.3.4** Finance and administrative procedures shall include the following:

- (1) Responsibilities for program finance authority, including reporting relationships to the program coordinator
- (2) Program procurement procedures
- (3) Payroll
- (4) Accounting systems to track and document costs
- (5) Management of funding from external sources
- (6) Crisis management procedures that coordinate authorization levels and appropriate control measures
- (7) Documenting financial expenditures incurred as a result of an incident and for compiling claims for future cost recovery
- (8) Identifying and accessing alternative funding sources
- (9) Managing budgeted and specially appropriated funds

[4.7.4]

E.8.2 Competence. The entity shall:

- (1) Determine the necessary competence of person(s) doing work under its control that affects the program's performance
- (2) Ensure that these persons are competent on the basis of appropriate education, training, or experience
- (3) Where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken
- (4) Retain appropriate documented information as evidence of competence

Note: Applicable actions can include, for example, the provision of training to, the mentoring of, or the re-assignment of currently employed persons; or the hiring or contracting of competent persons.

E.8.2.1 Training. [Chapter 8]

E.8.2.1.1 Curriculum. The entity shall develop and implement a competency-based training and education curriculum that supports all employees who have a role in the program. [8.1]

E.8.2.1.2 Goal of the Curriculum. The goal of the curriculum shall be to create awareness and enhance the knowledge, skills, and abilities required to implement, support, and maintain the program. [8.2]

E.8.2.1.3 Scope and Frequency of Instruction. The scope of the curriculum and the frequency of instruction shall be identified. [8.3]

E.8.2.1.4 Incident Management System Training. Personnel shall be trained in the entity's incident management system (IMS) and other components of the program to the level of their involvement. [8.4]

E.8.2.1.5 Record Keeping. Records of training and education shall be maintained as specified in Section E.8.5.5. [8.5]

E.8.2.1.6 Regulatory and Program Requirements. The curriculum shall comply with applicable regulatory and program requirements. [8.6]

Δ E.8.2.1.7 Public Education. A public education program shall be implemented to communicate the following:

- (1) The potential impacts of a hazard
- (2) Preparedness information
- (3) Information needed to develop a preparedness plan

[8.7]

E.8.3 Awareness. Persons doing work under the entity's control shall be aware of:

- (1) The program policy
- (2) Their contribution to the effectiveness of the program, including the benefits of improved continuity, emergency, and crisis management performance
- (3) The implications of not conforming with the program requirements

E.8.4 Communication. The entity shall determine the internal and external communications relevant to the program, including:

- (1) On what it will communicate
- (2) What to communicate
- (3) With whom to communicate
- (4) How to communicate

N E.8.4.1 Crisis Management. [6.4]

N E.8.4.1.1 The entity shall establish and maintain a crisis management capability to manage issues, events, or series of events, that severely impact or have the potential to severely impact an entity's brand, image, reputation, market share, ability to do business, or relationships with key stakeholders. [6.4.1]

N E.8.4.1.2 The crisis management capability shall include assigned responsibilities and established processes to perform the following:

- (1) Engage senior leadership
- (2) Detect the signals, symptoms, incidents, events, or circumstances that portend an emerging crisis or have the potential to trigger a crisis
- (3) Conduct a situation analysis
- (4) Declare a crisis, alert responsible persons, and activate crisis management plans should the current situation meet established criteria
- (5) Identify issues to be addressed by the responsible persons and senior leadership
- (6) Develop strategies to mitigate the potential impacts of identified issues
- (7) Provide direction and support for the entity's facilities, operations, employees, customers, and others affected by or potentially affected by the crisis

- (8) Coordinate with the entity's crisis communication capability and provide strategic direction, authorize communications strategies, and communicate with stakeholders

[6.4.2]

E.8.4.2 Crisis Communications and Public Information. [6.5]

Δ E.8.4.2.1 The entity shall develop a plan and procedures to disseminate information to and respond to requests for information from the following audiences before, during, and after an incident:

- (1) Internal audiences, including employees
- (2) External audiences, including the media, access and functional needs populations, and other stakeholders

[6.5.1]

Δ E.8.4.2.2 The entity shall establish and maintain a crisis communications or public information capability that includes the following:

- (1) Central contact facility or communications hub
- (2) Physical or virtual information center
- (3) System for gathering, monitoring, and disseminating information
- (4) Procedures for developing and delivering coordinated messages
- (5) Protocol to clear information for release

[6.5.2]

E.8.4.3 Warning, Notifications, and Communications. [6.6]

E.8.4.3.1 The entity shall determine its warning, notification, and communications needs. [6.6.1]

E.8.4.3.2 Warning, notification, and communications systems shall be reliable, redundant, and interoperable. [6.6.2]

E.8.4.3.3 Emergency warning, notification, and communications protocols and procedures shall be developed, tested, and used to alert stakeholders potentially at risk from an actual or impending incident. [6.6.3]

E.8.4.3.4 Procedures shall include issuing warnings through authorized agencies if required by law as well as the use of pre-scripted information bulletins or templates. [6.6.4]

E.8.5 Documented Information.

E.8.5.1 General. The entity's continuity, emergency, and crisis management management system shall include:

- (1) Documented information required by this International Standard;
- (2) Documented information determined by the entity as being required for the effectiveness of the program.

Note: The extent of documented information for a continuity, emergency, and crisis management management system can differ from one entity to another due to:

- (1) The size of entity and its type of activities, processes, products, and services
- (2) The complexity of processes and their interactions
- (3) The competence of persons

E.8.5.2 Common Plan Requirements. [6.1]

E.8.5.2.1 Plans shall address the health and safety of personnel. [6.1.1]

Δ E.8.5.2.2 Plans shall identify and document the following:

- (1) Assumptions made during the planning process
- (2) Functional roles and responsibilities of internal and external agencies, entities, departments, and positions
- (3) Lines of authority
- (4) The process for delegation of authority
- (5) Lines of succession for the entity
- (6) Liaisons to external entities
- (7) Logistics support and resource requirements

[6.1.2]

E.8.5.2.3 Plans shall be individual, integrated into a single plan document, or a combination of the two. [6.1.3]

E.8.5.2.4 The entity shall make sections of the plans available to those assigned specific tasks and responsibilities therein and to key stakeholders as required. [6.1.4]

E.8.5.3 Creating and Updating. When creating and updating documented information the entity shall ensure appropriate:

- (1) Identification and description (e.g., a title, date, author, number, or reference number)
- (2) Format (e.g., language, software version, graphics) and media (e.g., paper, electronic)
- (3) Review and approval for suitability and adequacy

E.8.5.4 Control of Documented Information. Documented information required by the continuity, emergency, and crisis management management system and by this International Standard shall be controlled to ensure:

- (1) It is available and suitable for use, where and when it is needed
- (2) It is adequately protected (e.g., from loss of confidentiality, improper use, or loss of integrity)

For the control of documented information, the entity shall address the following activities, as applicable:

- (1) Distribution, access, retrieval and use
- (2) Storage and preservation, including preservation of legibility
- (3) Control of changes (e.g., version control)
- (4) Retention and disposition

Documented information of external origin determined by the entity to be necessary for the planning and operation of the program shall be identified, as appropriate, and controlled.

Note. Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.

E.8.5.5 Records Management. [4.8]

E.8.5.5.1 The entity shall develop, implement, and manage a records management program to ensure that records are available to the entity. [4.8.1].

E.8.5.5.2 The program shall include the following:

- (1) Identification of records (hard copy or electronic) vital to continue the operations of the entity

- (2) Backup of records on a frequency necessary to meet program goals and objectives
- (3) Validation of the integrity of records backup
- (4) Implementation of procedures to store, retrieve, and recover records on-site or off-site
- (5) Protection of records
- (6) Implementation of a record review process
- (7) Procedures coordinating records access [4.7.2]

[4.8.2]

E.9 Operation.**E.9.1 Operational Planning and Control.**

E.9.1.1 The entity shall plan, implement and control the processes and to meet requirements, and to implement the actions determined in E.7.1, by:

- (1) Establishing criteria for the processes
- (2) Implementing the control of the processes in accordance with the criteria
- (3) Keeping documented information to the extent necessary to have confidence that the processes have been carried out as planned

The entity shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

The entity shall ensure outsourced processes are controlled.

E.9.2 Prevention. [6.2]

E.9.2.1 The entity shall develop a strategy to prevent an incident that threatens life, property, operations, information, and the environment. [6.2.1]

Δ E.9.2.2 The prevention strategy shall be kept current using the information collection and intelligence techniques. [6.2.2]

E.9.2.3 The prevention strategy shall be based on the results of hazard identification and risk assessment, an analysis of impacts, program constraints, operational experience, and a cost-benefit analysis. [6.2.3]

E.9.2.4 The entity shall have a process to monitor the identified hazards and adjust the level of preventive measures to be commensurate with the risk. [6.2.4]

E.9.3 Mitigation. [6.3]

E.9.3.1 The entity shall develop and implement a mitigation strategy that includes measures to be taken to limit or control the consequences, extent, or severity of an incident that cannot be prevented. [6.3.1]

E.9.3.2 The mitigation strategy shall be based on the results of hazard identification and risk assessment, an analysis of impacts, program constraints, operational experience, and cost-benefit analysis. [6.3.2]

E.9.3.3 The mitigation strategy shall include interim and long-term actions to reduce vulnerabilities. [6.3.3]

E.9.4 Operational Procedures. [6.7]

E.9.4.1 The entity shall develop, coordinate, and implement operational procedures to support the program. [6.7.1]

E.9.4.2 Procedures shall be established and implemented for response to and recovery from the impacts of hazards identified in E.7.5. [6.7.2]

E.9.4.3 Procedures shall provide for life safety, property conservation, incident stabilization, continuity, and protection of the environment under the jurisdiction of the entity. [6.7.3]

Δ E.9.4.4 Procedures shall include the following:

- (1) Control of access to the area affected by the incident
- (2) Identification of personnel engaged in activities at the incident
- (3) Accounting for personnel engaged in incident activities
- (4) Mobilization and demobilization of resources

[6.7.4]

E.9.4.5 Procedures shall allow for concurrent activities of response, continuity, recovery, and mitigation. [6.7.5]

E.9.5 Incident Management. [6.8]

E.9.5.1 The entity shall develop an incident management system to direct, control, and coordinate response, continuity, and recovery operations. [6.8.1]

E.9.5.1.1 Emergency Operations Centers (EOCs). [6.8.1.1]

E.9.5.1.1.1 The entity shall establish primary and alternate EOCs capable of managing response, continuity, and recovery operations. [6.8.1.1.1]

E.9.5.1.1.2 The EOCs shall be permitted to be physical or virtual. [6.8.1.1.2]

E.9.5.1.1.3 On activation of EOC, communications and coordination shall be established between incident command and the EOC. [6.8.1.1.3]

E.9.5.2 The incident management system shall describe specific organizational roles, titles, and responsibilities for each incident management function. [6.8.2]

E.9.5.3 The entity shall establish procedures and policies for coordinating prevention, mitigation, preparedness, response, continuity, and recovery activities. [6.8.3]

E.9.5.4 The entity shall coordinate the activities specified in 6.8.3 with stakeholders. [6.8.4]

E.9.5.5 Procedures shall include a situation analysis that incorporates an assessment of the following for the purposes of activating emergency response/operations, business continuity/continuity of operations, crisis management, and /or crisis communications plans and capabilities:

- (1) Casualties and the availability of required personnel resources
- (2) Physical damage to property under the jurisdiction of the entity
- (3) Interruption or disruption of the entity's operations
- (4) Impacts to digital information and vital records
- (5) Actual or potential contamination of the environment
- (6) Actual or potential impacts to brand, image, reputation, market share, ability to do business, or relationships with key stakeholders
- (7) Resources needed to support response, continuity, and recovery activities

[6.8.5]

E.9.5.6 Emergency operations/response shall be guided by an incident action plan or management by objectives. [6.8.6]

E.9.6 Emergency Operations/Response Plan. [6.9]

E.9.6.1 Emergency operations/response plans shall define responsibilities for carrying out specific actions in an emergency. [6.9.1]

E.9.6.2 The plan shall identify actions to be taken to protect people including people with disabilities and other access and functional needs, information property, operations, the environment, and the entity. [6.9.2]

E.9.6.3 The plan shall identify actions for incident stabilization. [6.9.3]

Δ E.9.6.4 The plan shall include the following:

- (1) Protective actions for life safety in accordance with 6.9.2
- (2) Warning, notifications, and communication in accordance with Section 6.6
- (3) Crisis communication and public information in accordance with Section 6.5
- (4) Resource management in accordance with 6.8.7
- (5) Donation management in accordance with 6.8.9

[6.9.4]

E.9.7 Continuity and Recovery. [6.10]

E.9.7.1 Continuity [6.10.1]

E.9.7.1.1 Continuity Plans. The continuity plan shall include recovery strategies to continue critical and time-sensitive processes and provide the supporting technology that supports these processes as identified in the business impact analysis BIA. [6.10.1.1]

Δ E.9.7.1.2 Continuity plans shall identify and document the following:

- (1) Stakeholders that need to be notified
- (2) Processes that must be maintained
- (3) Roles and responsibilities of the individuals implementing the continuity strategies
- (4) Procedures for activating the plan, including authority for plan activation
- (5) Critical and time-sensitive technology, application systems, and information
- (6) Security of information
- (7) Alternative work sites
- (8) Workaround procedures
- (9) Vital records
- (10) Contact lists
- (11) Required personnel
- (12) Vendors and contractors supporting continuity
- (13) Resources for continued operations
- (14) Mutual aid or partnership agreements
- (15) Activities to return critical and time-sensitive processes to the original state

[6.10.1.2]

E.9.7.1.3 Continuity plans shall be designed to meet the RTO and RPO. [6.10.1.3]

E.9.7.1.4 Continuity plans shall address supply chain disruption. [6.10.1.4]

E.9.7.2 Recovery. [6.10.2]

E.9.7.2.1 Recovery plans shall provide for restoration of processes, technology, information, services, resources, facilities, programs, and infrastructure. [6.10.2.1]

Δ E.9.7.2.2 Recovery plans shall document the following:

- (1) Damage assessment
- (2) Coordination of the restoration, rebuilding, and replacement of facilities, infrastructure, materials, equipment, tools, vendors, and suppliers
- (3) Restoration of the supply chain
- (4) Continuation of communications with stakeholders
- (5) Recovery of critical and time-sensitive processes, technology, systems, applications, and information
- (6) Roles and responsibilities of the individuals implementing the recovery strategies
- (7) Internal and external (vendors and contractors) personnel who can support the implementation of recovery strategies and contractual needs
- (8) Adequate controls to prevent the corruption or unlawful access to the entity's data during recovery
- (9) Compliance with regulations that would become applicable during the recovery
- (10) Maintenance of pre-incident controls

[6.10.2.2]

E.9.8 Employee Assistance and Support. [6.11]

Δ E.9.8.1 The entity shall develop a strategy for employee assistance and support that includes the following:

- (1) Communications procedures
- (2) Contact information, including emergency contact outside anticipated hazard area
- (3) Accounting for persons affected, displaced, or injured by the incident
- (4) Temporary, short-term, or long-term housing, and feeding and care of those displaced by an incident
- (5) Mental health and physical well-being of individuals affected by the incident
- (6) Pre-incident and post-incident awareness

[6.11.1]

E.9.8.2 The strategy shall be flexible for use in all incidents. [6.11.2]

E.9.8.3 The entity shall promote family preparedness education and training for employees. [6.11.3]

E.10 Performance Evaluation.

E.10.1 Monitoring, Measurement, Analysis, and Evaluation. The entity shall determine:

- (1) What needs to be monitored and measured
- (2) The methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results
- (3) When the monitoring and measuring shall be performed
- (4) When the results from of monitoring and measurement shall be analyzed and evaluated

The organization shall retain appropriate documented information as evidence of the results.

The entity shall evaluate the program performance and the effectiveness of the crisis/disaster/emergency management and business continuity/continuity of operations management system.

E.10.2 Internal Audit.

E.10.2.1 The entity shall conduct internal audits at planned intervals to provide information on whether the program:

- (1) Conforms to the following:

- (a) The entity's own requirements for its continuity, emergency, and crisis management management system

- (b) The requirements of this International Standard
- (2) Is effectively implemented and maintained

E.10.2.2 The entity shall:

- (1) Plan, establish, implement and maintain an audit program(s.) including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of the processes concerned and the results of previous audits
- (2) Define the audit criteria and scope for each audit
- (3) Select auditors and conduct audits to ensure objectivity and the impartiality of the audit process
- (4) Ensure that the results of the audits are reported to relevant management
- (5) Retain documented information as evidence of the implementation of the audit program and the audit results

E.10.3 Management Review.

E.10.3.1 Top management shall review the entity's continuity, emergency, and crisis management management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

E.10.3.2 The management review shall include consideration of:

- (1) The status of actions from previous management reviews
- (2) Changes in external and internal issues that are relevant to the program
- (3) Information on the program performance, including trends in:
 - (a) Nonconformities and corrective actions
 - (b) Monitoring and measurement results
 - (c) Audit results
- (4) Opportunities for continual improvement

E.10.3.3 The outputs of the management review shall include decisions related to continual improvement opportunities and any need for changes to the continuity, emergency, and crisis management management system.

E.10.3.4 The entity shall retain documented information as evidence of the results of management reviews.

E.10.4 Exercises and Tests. [Chapter 9]

E.10.4.1 Program Evaluation. [9.1]

E.10.4.1.1 The entity shall evaluate program plans, procedures, training, and capabilities and promote continuous improvement through periodic exercises and tests. [9.1.1]

E.10.4.1.2 The entity shall evaluate the program based on post-incident analyses, lessons learned, and operational performance in accordance with Chapter 10. [9.1.2]

E.10.4.1.3 Exercises and tests shall be documented. [9.1.3]

E.10.4.2 Exercise and Test Methodology. [9.2*]

E.10.4.2.1 Exercises shall provide a standardized methodology to practice procedures and interact with other entities (internal and external) in a controlled setting. [9.2.1]

E.10.4.2.2 Exercises shall be designed to assess the maturity of program plans, procedures, and strategies. [9.2.2]

E.10.4.2.3 Tests shall be designed to demonstrate capabilities. [9.2.3]

E.10.4.3 Design of Exercises and Tests. [8.3*]

E.10.4.3.1 Exercises shall be designed to do the following:

- (1) Ensure the safety of people, property, operations, and the environment involved in the exercise or test
- (2) Evaluate the program
- (3) Identify planning and procedural deficiencies
- (4) Test or validate recently changed procedures or plans
- (5) Clarify roles and responsibilities
- (6) Obtain participant feedback and recommendations for program improvement
- (7) Measure improvement compared to performance objectives
- (8) Improve coordination among internal and external teams, entities, and entities
- (9) Validate training and education
- (10) Increase awareness and understanding of hazards and the potential impact of hazards on the entity
- (11) Identify additional resources and assess the capabilities of existing resources, including personnel and equipment needed for effective response and recovery
- (12) Assess the ability of the team to identify, assess, and manage an incident
- (13) Practice the deployment of teams and resources to manage an incident
- (14) Improve individual performance

E.10.4.4 Exercise and Test Evaluation. [9.4*]

E.10.4.4.1 Exercises shall evaluate program plans, procedures, training, and capabilities to identify opportunities for improvement. [9.4.1]

E.10.4.4.2 Tests shall be evaluated as either pass or fail. [9.4.2]

E.10.4.5 Frequency. [9.5]

E.10.4.5.1 Exercises and tests shall be conducted on the frequency needed to establish and maintain required capabilities. [9.5.1]

N E.11 Execution. [Chapter 7]

N E.11.1 Incident Recognition. The entity shall establish and implement a process whereby all appropriate stakeholders have a common reference for the types of incidents that could adversely affect its people, property, operations, or the environment, and ensure it is appropriately referenced throughout the incident management process. [7.1]

N E.11.2 Initial Reporting/Notification. The entity shall establish and implement a process whereby all appropriate stakeholders can warn, notify, and report an incident that has potential to cause an adverse impact on its people, property, operations, or the environment. (See Section 6.6.) [7.2]

N E.11.3 Plan Activation and Incident Action Plan. [7.3]

N E.11.3.1 The entity shall establish and implement a process to assess the impact of the incident on its people, property, operations, or the environment. [7.3.1]

N E.11.3.2 The entity shall develop a time frame to activate appropriate planning as detailed in Sections 6.5, 6.9, and 6.10, and coordinate activation when there is a declaration by public officials. [7.3.2]

N E.11.4 Activate Incident Management System. [7.4]

N E.11.4.1 The entity shall execute procedures from the documented plans in accordance with the following:

- (1) Section 6.5
 - (2) Section 6.8
 - (3) Section 6.9
 - (4) Section 6.10
- [7.4.1]

N E.11.4.2 The entity shall execute its incident management system and activities in support of established objectives and tasks. [7.4.2]

N E.11.4.3 On activation of an emergency operations center (EOC), communications and coordination shall be established between incident command and the EOC. [7.4.3]

N E.11.5 Ongoing Incident Management and Communications. [7.5]

N E.11.5.1 The entity shall continually assess the impact of the incident on its people, property, operations, and the environment, and re-evaluate/implement its action plan in accordance with established objectives and tasks. [7.5.1]

N E.11.5.2 The entity shall implement the warning, notification, and communications systems to alert stakeholders who are potentially at risk from an actual or impending incident. [7.5.2]

N E.11.5.3 Based upon the extent of damage sustained to the entity, all necessary actions to invoke special authorities and request assistance needed to deal with the situation shall be as described in Chapter 4. [7.5.3]

N E.11.5.4 Documenting Incident Information, Decisions, and Actions. The entity shall establish and implement a system for tracking incident information received, decisions made, resources deployed, and actions taken during the incident. [7.6]

N E.11.5.5 Incident Stabilization. The entity shall establish criteria for measuring when the incident has been stabilized. [7.7]

N E.11.5.6 Demobilize Resources and Termination. The entity shall execute a procedure to terminate the response and demobilize resources when the incident has been stabilized. [7.8]

E.12 Improvement. [Chapter 10]

E.12.1 Nonconformity and Corrective Action. When a nonconformity occurs, the entity shall:

- (1) React to the nonconformity, and as applicable:
 - (a) Take action to control and correct it
 - (b) Deal with the consequences
- (2) Evaluate the need for action to eliminate the causes of order that it does not recur or occur elsewhere, by:
 - (a) Reviewing the nonconformity
 - (b) Determining the causes of nonconformities
 - (c) Determining if similar nonconformities exist, or could potentially occur
- (3) Implement any action needed
- (4) Review the effectiveness of any corrective action taken
- (5) Make changes to the program, if necessary

Corrective actions shall be appropriate to the effects of the nonconformities encountered.

The entity shall retain documented information as evidence of:

- (1) The nature of the nonconformities and any subsequent actions taken
- (2) The results of any corrective action

E.12.1.1 The entity shall maintain and improve the program by evaluating its policies, program, procedures, and capabilities using performance objectives. [10.1]

E.12.1.1.1 The entity shall improve effectiveness of the program through evaluation of the implementation of changes resulting from preventive and corrective action. [10.1.1]

E.12.1.1.2 Evaluations shall be conducted on a regularly scheduled basis, and when the situation changes to challenge the effectiveness of the existing program. [10.1.2]

Δ E.12.1.1.3 The program shall be re-evaluated when a change in any of the following impacts the entity's program:

- (1) Regulations
- (2) Hazards and potential impacts
- (3) Resource availability or capability
- (4) Entity's organization
- (5) Funding changes
- (6) Infrastructure, including technology environment
- (7) Economic and geographic stability
- (8) Entity operations
- (9) Critical suppliers

[10.1.3]

E.12.1.1.4 Reviews shall include post-incident analyses, reviews of lessons learned, and reviews of program performance. [10.1.4]

E.12.1.1.5 The entity shall maintain records of its reviews and evaluations, in accordance with the records management practices developed under Section E.8.5.5. [10.1.5]

E.12.1.1.6 Documentation, records, and reports shall be provided to management for review and follow-up. [10.1.6]

E.12.1.2 Corrective Action. [10.2]

E.12.1.2.1 The entity shall establish a corrective action process. [10.2.1]

E.12.1.2.2 The entity shall take corrective action on deficiencies identified. [10.2.2]

E.12.2 Continual Improvement. The entity shall continually improve the suitability, adequacy, and effectiveness of the program.

E.12.3 Continuous Improvement. The entity shall effect continuous improvement of the program through the use of program reviews and the corrective action process. [10.3]

Annex F Maturity Models

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

Δ F.1 Development. An internal assessment of the development, implementation, and progress made in a crisis/disaster/emergency management and business continuity/continuity of operations program is an important part of an entity's growth and success. The entity should consider the benefits of developing a documented method to conduct an assessment similar to the

example provided in B.1 that also tracks the program's continuous improvement and progress. This can be done through a "maturity model" or other form of internal metrics the entity has adopted and committed to monitoring for tracking progress through a defined time period. By quantifying progress through a scalable method, the entity can also benefit by documenting its efforts when responding to an internal or external audit process. This form of continuous improvement allows the entity to set goals (short term through long term), track progress, and eliminate waste in cost and effort while monitoring present state through future state. This also helps in justifying expenses and substantiating the need for capital, personnel, and other process components that can help to improve implementation of a crisis/disaster/emergency management and business continuity/continuity of operations. Internal metrics can be monitored over a defined time period (e.g., semiannual or annual) and cross-compared with other divisions, departments, or sectors of the entity.

A specific method of applying a self-assessment and maturity model can include the following:

- (1) Defining the key concepts of the maturity model
- (2) Defining the elements of each concept
- (3) Providing the guidelines and minimum requirements for each element
- (4) Defining a method for the entity to conduct a scoring process to record its compliance with the model
- (5) Implementing a method to distribute the model, train the participants, gather results, and prepare a summary to all interested parties

Best practices, lessons learned, and other criteria discovered during the assessment can be shared throughout, resulting in process improvement for the entire entity.

There are multiple approaches to evaluating the maturity of a crisis/disaster/emergency management and business continuity/continuity of operations program, and multiple models have been published. Consideration should be given to providing guidelines and minimum requirements for each item being evaluated by the entity, so that the assessment is applied accurately and effectively. Regardless of the approach selected, a continued focus on a quantifiable process and its use throughout all levels of the entity will provide maximum benefits for the entity.

Annex G APELL

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

Δ G.1 Awareness and Preparedness for Emergencies at Local Level (APELL) consists of a series of programs first developed in 1988 under the leadership of the United Nations Environment Programme (UNEP) with the cooperation of multiple entities, including the U.S. EPA, in response to the Union Carbide gas leak in Bhopal, India, in December 1984. APELL is a multistakeholder dialogue tool that is intended to establish adequate coordination and communication in situations in where the public might be affected by accidents and disasters. The most recent edition of the *APELL Handbook* was issued at the end of 2015.

The APELL program was successfully used to implement NFPA 1600, a standard developed to define a program for the integration of crisis/disaster/emergency management and

business continuity/continuity of operations, and applicable to the private, public, and not-for-profit sectors.

The APELL program for technological hazards was implemented in 1996 in Bahia Blanca, Argentina, a city located in the southeast of the province of Buenos Aires, by the Atlantic Ocean. The city, with a population of over 300,000, is an important seaport whose harbor reaches a depth of 40 ft (12 m). The name Bahía Blanca, which means “White Bay,” comes from the typical color of the salt covering the soil surrounding the shores.

The need for the APELL program in Bahia Blanca is reinforced by a review of the number and amounts of hazardous chemicals produced each year. The industrial complex is made up of three types of industry:

- (1) Petroleum industry, with an installed capacity of 4 million tons a year, producing ethanol, petrol, naphtha, GLP, fuel oil, gas oil, gasoline, asphalt, and kerosene
- (2) Petrochemical industry, with an installed capacity of 3.4 million tons a year, producing ethylene, VCM, PVC, polyethylene, urea, and pure ammonia
- (3) Chemical industry, with an installed capacity of 350,000 tons a year, producing chlorine and caustic soda

Due to the success of implementing APELL and NFPA 1600 (see Figure G.1) in Bahia Blanca, Argentina, the local emergency planning committee (LEPC) in Lake County, Indiana has adopted the same integrated approach to enhance the interaction among industries, local government, and the public as required under the Superfund Amendments and Reauthorization Act (SARA), Title III. Lake County is located on the southern shore of Lake Michigan and has a heavy industrial concentration of steel, oil, and chemicals, a similar set of hazards as faced by Bahia Blanca. The LEPC is recommending a county ordinance to ensure implementation. Other counties in Indiana are exploring the advantages of using the APELL/NFPA 1600 approach.

The APELL process is being practiced in other places within the United States and worldwide. The National Association of SARA Title III Program Officials (NASTTPO) has encouraged the use of the *APELL Handbook* as a guide for local emergency planning committees. The newest version of the handbook, issued in October 2015, emphasizes the use of metrics based upon gap analysis of capabilities to support strategic planning by communities as they seek to improve their preparedness and resilience capabilities. The gap analysis approach is equally applicable to entities seeking to improve their preparedness and planning capabilities under this standard and will assist managers in the performance of the activities outlined in Chapter 7.

A key aspect of the gap analysis is the concept of a “vision of success.” Put simply, this concept is designed to have communities thinking long range in terms of the preparedness and capabilities outcomes they would like to achieve. It is an aspirational view of the future that helps to drive strategic planning and short-term progress. The same concept can be used by entities following this standard to promote and measure continuous improvement.

APELL process implementation consists of the following ten elements:

- (1) Element 1 — Identify Participants and Establish Their Roles

- (2) Element 2 — Evaluate Risks
- (3) Element 3 — Review Existing Capabilities and Emergency Plans — Identify Gaps
- (4) Element 4 — Create the Vision of Success
- (5) Element 5 — Making Progress Toward the Vision of Success
- (6) Element 6 — Make Changes in Existing Emergency Plans and Integrate into Overall Community Preparedness Plan
- (7) Element 7 — Obtain Endorsement from Government Authorities
- (8) Element 8 — Implement Community Preparedness Plans Through Communicating, Educating, and Training Community Members
- (9) Element 9 — Establish Procedures for Periodic Testing, Review, and Updating of the Plans
- (10) Element 10 — Maintain APELL Through Continuous Improvement

Each of these elements is illustrated through examples and desired outcomes in the *APELL Handbook*.

The APELL process informs the community about the risks to which they are exposed and educates the community on how to react to accidents/disasters. The program promotes the coordination among representatives from the industry, local-level institutions, and the public. The APELL process includes the preparation of an integrated community preparedness plan, including preparing the community for early warnings of emergencies.

Other APELL programs have been produced for mining, port areas, multihazards, transportation, and tourism. The latest edition of the *APELL Handbook* and these other documents are available at the “Global APELL Platform” web page: apell.eecentre.org.



FIGURE G.1 Relationship of APELL to NFPA 1600.

Annex H Personal and/or Family Preparedness

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

- ▲ **H.1** Experts agree that during emergencies individuals are concerned first and foremost with the safety and well-being of themselves and their families. Employees are responsible for developing their personal and family preparedness plan.

Entities (or organizations) can help employees become better prepared by educating and training individuals to plan, understand, and implement the steps they need to take with regard to preparing themselves and their families in the event of an emergency. The process must consider not just what it takes to be ready but also the elements that build capabilities to recover rapidly and improve resilience. An entity must plan for protective actions and recovery of individuals at a personal level before establishing recovery time objectives (RTOs) and dispensing duties.

The organizational plan should include adequate education and training to ensure that individuals are prepared, can communicate, and know their family's status in order to function with full effectiveness. The training and education provided to employees should include preparations needed for evacuating and sheltering themselves and their families, as well as provide information regarding the unique needs of people with disabilities and other access and functional needs. A plan must ensure employees and their families and pets are prepared for self-sufficiency for a minimum of three (3) days.

Following the "Plan-Do-Check-Act" (PDCA) model, individual and family preparedness actions can be aligned with whole-community response and recovery actions.

H.2 PDCA Model.

H.2.1 Plan. The entity should consider establishing a system to identify, document, communicate, measure, educate, and train employees on how to prepare themselves and their families in the event of an emergency.

The entity should consider implementing a program that educates and trains employees on how to be informed about family and community risks and vulnerabilities, as well as community response and recovery programs to determine family protective strategies and skills required for effective response in an emergency or disaster situation.

By taking personal preparedness measures, such as conducting a family risk assessment, and engaging in preparedness planning, individuals can develop plans and create readiness kits, that will allow them to respond to an emergency with a greater level of confidence.

Public and private sector employees should be encouraged by the entity to make preparedness and resiliency a priority at home.

The entity should encourage their contractors to have a similar program for their employees.

H.2.2 Do. Implement a program that educates and trains individuals to be informed of risks, community and individual protective actions, and skills required for effective response in an emergency or disaster situation. Individuals have specific responsibilities outside of their professional obligations. By taking personal preparedness measures, such as an individual risk assessment, family preparedness planning, and developing

personal readiness kits, individuals will be able to respond to an emergency with a greater level of confidence that will help them meet their individual and household responsibilities as well as fulfill their professional duties and obligations.

The preparedness and resiliency of employees from all sectors is a requirement for both public and private sector continuity and an emerging priority for resilience at all levels. It requires a specific focus on the education and training for individual and family preparedness that builds resiliency at a granular level.

- ▲ **H.2.2.1** The categories of preparedness in H.2.2.1.1 through H.2.2.1.6 follow a national consensus on messaging about individual and family preparedness used by FEMA and other federal agencies as well as national nonprofit entities conducting preparedness training.

H.2.2.1.1 Risk Assessment. Based on the individual's geography, living conditions, socioeconomic status, including work and home-based roles and responsibilities, a risk assessment should guide individuals to prepare for natural and man-made disasters and emergencies that are most likely to occur in their location. Being prepared for these events will build resilience for unforeseen future emergencies.

H.2.2.1.2 Protective Actions, Alerts, and Warnings. Based on the hazards identified in the risk assessment, protective actions, alerts, and warnings include knowledge and skills to take the appropriate primary and alternative protective actions that will decrease vulnerability in an event; knowledge of local alerts and warning systems and plans for how to receive updated information during an emergency; knowledge of jurisdiction and frequent location response plans (e.g., home, work, or sports venues) including shelter and evacuation plans.

H.2.2.1.3 Family Preparedness Plan. A family preparedness plan should include designated rally locations if household members are separated during an emergency; home fire escape plan; communication plan for when household members are separated or normal communications are disrupted (i.e., cell phones do not work); the unique needs for access and functional need individuals, emergency utility shutoff, shelter and evacuation plans for individuals based on their family preparedness plans and local jurisdiction emergency plans; and emergency contact information. An emergency contact should be included who lives outside of the immediate area.

H.2.2.1.4 Recovery. Recovery strategies include plans for all types of emergencies. Both short- and long-term recovery strategies include determining living and transportation arrangements for individuals to be able to return to work. Therefore, communicating to employees how they can take advantage of government programs is vital. Employees should understand the roles of the centers that open for disaster recovery.

H.2.2.1.5 Disaster Resiliency Plans. For separated families (e.g., a child, elder, and home care), these plans include managing financial and personal records and managing shifted roles and responsibilities of an absent family member.

- ▲ **H.2.2.1.6 Response and Recovery Tools and Supplies to Support Protective Actions and Plans.** Survival kits should be prepared for multiple locations and each household/family member, to include copies of identification and essential documents, contents of wallet, and medicine cabinet.

The information in H.2.2.1.6.1 through H.2.2.1.6.5 represents the vital information necessary to prepare for, respond to, and recover from an event. The vital information is divided into five basic information areas and is presented with its intended purpose and a recommended checklist of data components. (See Annex 1 for a list of resources.)

The entity and employee responsibility for safeguarding information does not change during an event. All best practices established before an event should remain in place or equivalent new practices should be implemented.

Δ H.2.2.1.6.1 Personal Information. Personal information is intended to provide the basic information needed to prove an individual's identity, provide key medical information to first responders, or to aid in the information needed to apply for disaster assistance relief.

Personal information can include the following:

- (1) Family contact information
- (2) Date of birth
- (3) Birth place
- (4) Phone numbers
- (5) Social Security number
- (6) Passport number
- (7) Immunization records
- (8) Driver's license number
- (9) Other identification numbers
- (10) Email addresses
- (11) Passwords and PINs
- (12) Family medical information
- (13) Immediate medical concerns
- (14) Current medications (name, dosage, and frequency)
- (15) Medical insurance provider information

Δ H.2.2.1.6.2 Financial Information. Financial information is intended to help individuals rebuild their financial history and/or to make insurance claims following an emergency.

Financial information can include the following:

- (1) Bank information: checking/savings accounts, safe deposit box, and so forth
- (2) Investments: stocks, bonds, CDs, IRAs, 401k plans, pensions, brokerage, and other accounts
- (3) Debts: credit cards, auto loans, student loans, and other debts
- (4) Real property: home, rental, time share, senior housing, and so forth
- (5) Personal property (major items): automobiles, motorcycles, boats, RVs, and other items of value
- (6) Personal property (minor items): furniture, jewelry, art, collectibles, and so forth
- (7) Income sources: wages, bonuses, commissions, rent, leases, alimony, child support, and so forth
- (8) Expenses: mortgage, electric, gas, water, cable, home phone, cellular, trash, pet care, and so forth
- (9) Insurances: home, vehicle, renters, and so forth
- (10) Tax record history: federal, state, business, estate, other items of record

Δ H.2.2.1.6.3 Emergency Information. The preparation of emergency information is intended to help individuals and their families in preplanning emergency action steps specific to their geographic risks, communication methods, and assembling of disaster emergency kit resources. Emergency information can include the following:

- (1) Emergency communication methods:
 - (a) Emergency contacts (out-of-town, regional, primary, work, etc.)
 - (b) Other relevant contacts (employer, insurance agent, landlord, school, etc.)
 - (c) Virtual rallying point locations (Facebook, Twitter, and other social networks, etc.)
- (2) Shelter-in-place or prearranged alternative shelter locations:
 - (a) Evacuation plans and routes
 - (b) Rally point locations near the home (if the emergency is localized to the home or a few homes)
 - (c) Utility shutoff procedures
- (3) Disaster kit (home, work, and car): first aid, go bag, food, and water
- (4) Geographical identification of risks (natural or manmade): local emergency resources
- (5) Critical workplace information (What is my emergency response assignment? Where do I report? Whom do I report to?):
 - (a) Workplace disaster assistance (i.e., benefits, employee assistance programs, policies, and processes)
 - (b) Workplace roles and responsibilities
- (6) Emergency physical access information (secured areas, garage, pool, etc.)
- (7) Emergency technology access information (work files, voicemail, home files, etc.)
- (8) Location of spare keys
- (9) Wallet contents

H.2.2.1.6.4 Household Information. The preparation of household information is intended to assist an alternative person in assuming household responsibilities and/or family care at a moment's notice. Household information can include the following:

- (1) Household details:
 - (a) Security system
 - (b) Mail delivery
 - (c) Waste removal
 - (d) Water
 - (e) Contracted services
 - (f) Nonemergency utility controls
 - (g) Routine bill pay information: Type of bill, amount, account it is paid out of, due date, and payment method (check, automatic, or online)
- (2) Child and elder care information:
 - (a) Emergency contact information
 - (b) Nicknames
 - (c) Physician information
 - (d) Access and functional considerations
 - (e) Medications
 - (f) Allergies
- (3) Pet care:
 - (a) Breed and sex
 - (b) Markings
 - (c) Veterinarian
 - (d) Special considerations
 - (e) Vaccination dates
 - (f) Medical history

- (4) Household security:
 - (a) Online accounts (provider, user names, passwords, and secret question answers)
 - (b) ATM card numbers
 - (c) Home alarms
 - (d) Gated community access codes
- (5) Numbers not listed in H.2.2.1.6.4(4) that someone else might need to assume care of your household or family members

H.2.2.1.6.5 Legal Information. The preparation of pertinent legal information is intended to assist a household in rebuilding the critical legal family information and to provide critical legal information that might need to be conveyed (such as medical directives and final considerations). Legal information can include the following:

- (1) Legal service provider information
- (2) Marriage certificates
- (3) Divorce and custody court orders
- (4) Alimony and childcare court orders
- (5) Adoption papers
- (6) Wills and trusts
- (7) Birth, marriage, and death certificates
- (8) Powers of attorney and medical releases
- (9) Location of identification cards
- (10) Location of tax and financial records
- (11) Medical directives and final considerations

H.2.3 Check. Education and training is intended to prepare personnel to respond to emergencies and disasters and support performance of the entity's essential functions. Education and training of all personnel is critical for building the resilience that should allow the entity or business to recover rapidly and resume its mission and functions. As part of its training program, the entity must provide documentation of training conducted, training material, the date of training, names of personnel trained, and the name of the facilitator/instructor. This process and its supporting documentation will help ensure that individuals have received the necessary guidance and support and know prior to, during, and after an event what is expected of them. Training follows the criteria set forth in Chapter 8.

H.2.4 Act. Based on measures of documented understanding, adequacy, and effectiveness of the education and training, the entity must take any corrective actions to improve or enhance the employee and family preparedness education and training program. Program improvements follow the criteria set forth in Chapter 10.

Annex I Access and Functional Needs

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

I.1 General. Responsibility for preparedness is a whole-community approach that rests on the shoulders of many stakeholders, from persons with disabilities and other access and functional needs to community emergency response personnel and the community supply chain that supports this population during times of peace and emergencies (i.e., Meals on Wheels, food providers, volunteers, public health, NGOs, infrastructure service providers, and commercial entities). Each segment of the community has a role in prevention, mitigation, response, continuity, and recovery that can be addressed in a holistic

manner as long as persons with disabilities and other access and functional needs are identified in advance.

I.2 The Role of People with Disabilities and Other Access and Functional Needs. Preparedness, like safety, is everyone's responsibility. Having a family preparedness plan is paramount to being ready for any event.

There are many agencies that make up the supply chain for persons with disabilities and other access and functional needs. Therefore, knowing where and how to get connected is vital to developing your emergency plan.

There are many information outlets that can help an individual in the development of their personal and family preparedness plan. For more details, persons can visit the Canada Public Safety and Emergency Preparedness entity — *Get Prepared* (www.getprepared.gc.ca/cnt/plns/mk-pln-eng.aspx) to obtain the *Emergency Preparedness Guide for People with Disabilities/Special Needs and Emergency Preparedness for Children*, and FEMA (Ready.gov) to obtain information on how to build an emergency kit.

I.3 The Role of Entities. Entity resilience is predicated on how well employees are prepared. When entities assess their vulnerability to threats and hazards they can determine how key personnel are engaged in continuity planning; specifically, identifying what roles employees with access or functional needs play in entity plans.

The process of returning an entity to normalcy includes restoring the workforce to pre-event conditions and understanding how to support employees and their families that have been identified as having access and functional needs.

For primary infrastructure businesses (power, heating fuels, water, telecommunications), preparedness includes reviewing plans with first responders to develop response plans that identify access and functional needs populations.

I.4 The Role of Emergency Management and EOCs. Emergency management departments can be prepared to support people with disabilities and other access and functional needs by engaging in outreach strategies at local levels with nonprofit and nongovernmental entities to understand the access and functional needs supply chain of services and provide preparedness education to other providers.

I.5 The Role of Public Health. During response, the health department is dedicated to supporting public health through medical, mental health, and mortuary services. Their skills are focused on protecting the public, and they are responsible for recognizing threats that can increase morbidity and mortality. During a disaster, the health department works closely with agencies responsible for sheltering to ensure that accommodations are appropriate for the functional needs, housing, and human services to aid access and functional needs populations.

I.6 The Role of NGOs. NGOs should collaborate with first responders, governments, and other agencies to provide services to aid disaster victims and fill the support gap when assistance is not available.

I.7 Identification of People with Disabilities and Other Access and Functional Needs. The American Red Cross uses four categories to identify people with disabilities and other access and functional needs populations:

- (1) Health:
 - (a) Persons with disabilities that include sensory impairment, physical impairment, mental or behavioral impairment, developmental disability
 - (b) Specialty care populations: dialysis, community populations-based, life saving technology-dependent
- (2) Economic:
 - (a) Migrant
 - (b) Community populations
 - (c) Latchkey kids
 - (d) Unemployed
 - (e) Displaced
 - (f) Welfare
 - (g) Single-parent families
- (3) Social:
 - (a) Pregnant women
 - (b) Infants
 - (c) Veterans
 - (d) Homeless adults, families, juveniles
 - (e) Battered spouses
- (4) Language:
 - (a) Non-native-language speaking

I.8 Helpful Information. See Annex H for other information.

I.9 Sample List of Resources.

I.9.1 Documents Available from the ADA. ADA Best Practices Tool Kit for State and Local Governments — Chapter 7 Emergency Management

ADA Best Practices Tool Kit for State and Local Governments

ADA National Network: <http://www.dbtac.vcu.edu>

ADA Regulations Implementing Title II and Title III, revised 2010

ADA Standards for Accessible Design, 2010

ADA.gov — Information and Technical Assistance on the Americans with Disabilities Act

I.9.2 Additional Documents.

American Red Cross at redcross.org, *search: disaster safety for people with disabilities.*

Cal OES Access & Functional Needs at caloes.ca.gov, *search: access, functional, needs.*

Centers for Disease Control and Prevention at cdc.gov, *search: emergency preparedness for older adults.*

Developing a Disaster Ready Organization — Inclusion Research Institute at inclusionresearch.org, *search: inclusion research institute.*

Disaster Resources for People with Disabilities, Disability-related Organizations and Emergency Managers at jik.com, *search: disaster preparedness.*

Emergency Response for People Who Have Access and Functional Needs — St. Petersburg College at spcollege.edu, *search: national terrorism preparedness institute.*

Employers' Guide to Including Employees with Disabilities in Emergency Evacuation Plans — Job Accommodation Network at askjan.org, *search: emergency evacuation plans — job accommodation network.*

Evacuation and Transportation Planning Toolkit for People with Functional Needs — CA EMA at nusura.com, *search: understanding evacuation and transportation of people.*

FEMA's Functional Needs Support Services Guidance at phe.gov, *search: preparedness, planning, functional, needs.*

Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters at fema.gov, *search: guidance, planning, functional needs, population, shelters.*

Individuals with Access and Functional Needs at Ready.gov, *search: individuals with disabilities.*

Individuals with Access and Functional Needs — FEMA at ready.gov, *search: access, functional, needs.*

National Council on Disability at ncd.gov, *search: emergency management.*

National Organization on Disability at nod.org, *search: emergency preparedness initiative.*

National Resource Center on Advancing Emergency Preparedness for Culturally Diverse Communities at diversitypreparedness.org.

North Carolina Institute for Public Health at unc.edu, *search: assisting persons with disabilities during an emergency.*

Obtaining and Using Employee Medical Information as Part of Emergency Evacuation Procedures at eeoc.gov, *search: emergency evacuation.*

People with Disabilities and Other Access and Functional Needs — FEMA at fema.gov, *search: disabilities, access, functional needs.*

Project Safe EV-AC Evacuation and Accommodation of People with Disabilities at preventionweb.net/English, *search: evacuation, accommodation, people, disabilities.*

U.S. Department of Health and Human Services, Civil Rights at hhs.gov, *search: emergency preparedness.*

U.S. Department of Labor, Office of Disability Employment Policy at dol.gov, *search: emergency preparedness and people with disabilities.*

U.S. Department of Transportation at transportation.gov, *search: emergency preparedness and individuals with disabilities.*

U.S. Office of Personnel Management at opm.gov, *search: disability employment.*

N Annex J Social Media in Emergency Management

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

N J.1 Introduction. Social media has a strong and increasingly important influence on emergency/crisis management. Social media's emergence has fundamentally changed the way crisis/disaster/emergency management and business continuity/continuity of operations are approached in both the public and private sectors. When disasters occur, many people look to social media for their initial source of information. The public also routinely turns to social media to obtain real-time updates during emergencies and to share experiential data about the disasters in the form of text, pictures, and video. It has also become an efficient way of sharing information between disaster relief and government organizations and citizens on the ground during times of emergencies.

While social media allows for greater situational awareness for emergency responders, it also holds many challenges for emergency managers. Despite these challenges, there are several cases of social media being used successfully in disasters.

N J.2 Case Studies and Evolution of Social Media in Emergency Management. After almost every major incident since the 2001 terrorist attacks, emergency responders have cited communications and information-sharing failures as major factors impacting response efforts. The Indian Ocean tsunami in 2004 is one of the deadliest disasters on record. It was covered by just about every major media outlet imaginable, yet it occurred before the modern era of social media. Facebook, founded in 2004, was just beginning to evolve into the social media icon it has now become. When Hurricane Katrina devastated the U.S. Gulf Coast in 2005, Twitter, founded in 2006, did not exist to provide breaking news updates or eyewitness accounts as events unfolded.

The Haiti earthquake in 2010 may be the seminal event that changed how social media is used in disasters. Social media was evolving in the years preceding the event, but the scale and emotional appeal of that disaster created the right environment for it to blossom into an effective emergency communication tool.

Perhaps one of the best examples showcasing the benefits of social media during times of disaster took place after the Joplin, Missouri, tornadoes in 2011. Through the use of Facebook, volunteers created a "Joplin Tornado Information" page. Over the course of several weeks, volunteers monitored and updated the page around the clock. Ultimately, the page served as a credible source of information for the community, first responders, and family members, who were desperate to learn about the well-being of victims. Information was shared on mass sheltering, resource requests, family needs, and volunteer inquiries.

Immediately after the Boston Marathon bombings in 2013, nearly one quarter of Americans reportedly looked to Facebook, Twitter, and other social networking sites for information, according to The Pew Research Center. During the search for the two suspects, traditional media outlets and social media sites both hindered and assisted with the ultimate capture of one surviving suspect.

Since each disaster is different, social media can create complications as a result of rapid information exchange. It can both improve disaster response and allow affected communities

to provide information to responders and media outlets. Researchers, emergency management, and communications experts have concluded that creating a social media strategy in advance is a crucial component of effective emergency planning. The challenge, however, is that many emergency managers recognize the power of social media but might not have the resources to use it effectively in an emergency.

Annex J is intended to provide additional guidance specifically related to Chapters 4, 5, and 6 in this standard. Sections J.3 through J.5 contain the necessary information to prepare for, respond to, and recover from disruptive events through the inclusion of a viable social media strategy and capability into the emergency and business continuity planning process. Information is divided into three common emergency management areas, and is presented with a stated purpose and key considerations.

N J.3 Planning. The emergence and reliance on social media has fundamentally changed the way we prepare for and manage disasters and emergencies. Traditional methods should not be abandoned, but rather should be supplemented with social media. Key planning considerations include, but are not limited to, the following:

- (1) Establish governance — Top management should review the social media recommendations and authorize appropriate resources for implementation. The entity should review whether it has, or needs to develop, a social media policy stipulating who is to use social media channels on behalf of the entity. The entity should ensure senior leadership understands and endorses the use of social media by the identified individuals because these individuals will be speaking on behalf of the entity.
- (2) Identify resources — If the entity has a communications, public relations (PR), or public information officer (PIO) department, begin with this team because they might already have the necessary capability and appropriate channels established. The entity should leverage the process and individuals who control the entity's social media channels for use during an emergency. If no team is currently in place, the entity should form a team of employees and stakeholders who already use social media with the goal of developing a process for implementing social media to distribute emergency information. The entity should ensure any existing communications, PR, or PIO team is fully integrated into the planning process.
- (3) Outline roles and responsibilities — Considerations should include the following:
 - (a) Let employees know ahead of time what is expected of them during an emergency.
 - (b) Consider staffing requirements before an emergency and train where necessary.
 - (c) On-the-job training and experience before an emergency are key.
 - (d) Develop a policy for all staff working inside the emergency operations center (EOC) and response (i.e., personal vs. official use of social media).
 - (e) Maintain a network of social media personnel within your organization and among other related organizations.
- (4) Define activities — The entity should identify the most popular platforms that would be most useful for the stakeholders. (There are many platforms; it is not realistic to expect the entity will be able to stay abreast of more than a handful.) Individuals designated to use social media on

behalf of the entity should develop competence in the opportunities and limitations of each of the social media platforms in use. Related activities include the following:

- (a) Identify objectives your organization will try to achieve through its use of social media.
- (b) Consider levels of activation, to what extent your organization will engage in social media, and in what context this level could change during different phases of an emergency (e.g., Level 1 — monitor only, Level 2 — monitor and respond to select posts).
- (c) Evaluate current social media presence before disaster strikes, so community members know where to look for information during the response and recovery phases of a disaster. During nondisaster periods, emergency management professionals should explore how they can use social media outlets like Twitter, blogs, Flickr, Facebook, Instagram, and YouTube to deliver emergency preparedness and prevention information.
- (d) Identify social media management tools to be used (e.g., Hootsuite and TweetDeck).
- (e) Consider developing standardized messages or templates for rapid use.
- (f) Decide in advance what your organization will or won't respond to.
- (g) Develop a content strategy outlining what types of information will be shared and how often (if applicable).
- (h) Identify any formal links your organization will make with other related organizations (e.g., guidance on how information will be shared between organizations and who has authority to do what).
- (5) Develop capabilities — Determine which social media platforms will be primary and which platforms will be secondary for the following:
 - (a) Evacuation, including shelter-in-place
 - (b) Mass sheltering
 - (c) Re-entry, re-opening, or returning to business as usual
 - (d) Office/building closures or delayed openings
- (6) While automatic callback tools are often used only during emergencies, social media channels are meant to be used to build rapport, trust, credibility, and increase the number of followers. They should be used regularly to be relevant. The entity should ensure that individuals responsible for social media communication are sufficiently trained not only in the channels they will be using, but also on the nuances of how the use of these tools might need to change during an emergency, and ensure there is a clear process for approval. The entity should also determine what incoming information and sources will be retransmitted and linked, and identify the frequency of review to keep information fresh.
- (7) The entity should practice the use of social media tools during exercises and testing.

NJ.4 Response. The effectiveness of an entity's response to a disaster or emergency is directly linked to their level of effort during the planning process. If you are not telling your story on social media, someone else might be telling it for you. When there is a comprehensive planning process, entities can provide an efficient and effective response and have better

control over dissemination of information. Response (and recovery) considerations can include the following:

- (1) Staffing needs — Evaluate the following throughout response and recovery processes:
 - (a) The entity should identify the need for additional staff during an emergency.
 - (b) To actively engage, resourcing levels will be high (24/7), and a devoted social media team will be needed.
 - (c) Ensure level of engagement doesn't exceed available resources.
 - (d) Scale your use of social media to the size of your team.
 - (e) Consider shift changes.
 - (f) Ensure back-up personnel are trained and ready to stand in.
- (2) Communications — One advantage that social media has over other communication channels is that it is more of a two-way channel. Understandably, social media is highly effective at reaching people who stay tuned in, or periodically check in, to their social media accounts throughout the day. But social media's value could be even greater as an inbound communications channel, where organizations can use it to learn more about what is happening during an event in real time. The following are best practices that an entity should consider adopting:
 - (a) Implement strategies and perform activities as outlined during the planning phase.
 - (b) Verify sources and information prior to release.
 - (c) Use plain language, facts, and a reassuring tone.
 - (d) Refer to an official source whenever possible.
 - (e) Don't disparage other organizations or agencies.
 - (f) Monitor the timeline and balance frequency of posts (too few vs. too many).
 - (g) Use the social media and emergency management hashtag #smem. The hashtag is likely the most popular means of categorizing content on social media.
 - (h) Avoid speculation and rumors; correct false information.
 - (i) Like other emergency communications channels — landlines, mobile, email, and so forth — social networking has its strengths and limitations. Some people prefer to communicate on one channel, while other people prefer to communicate on another. Using multiple channels both increases the chances of reaching everyone; it also increases the chances that you'll actually influence the behavior from more of the people you do reach.
 - (j) Consider multilanguage social media posts.
 - (k) Look for ways to integrate disparate data sources.
 - (l) Monitor the conversation on social media channels.
 - (m) Many mass notification systems push out volumes of information to people, which might not be the most effective way to communicate with residents during a disaster.
 - (n) Remember that just as emergency responders can monitor social media to get a better view of a situation, people intent on taking advantage of the situation can do the same.

- (3) Force multipliers — Look for ways to supplement limited resources through the following:
 - (a) Where feasible, partner with other related organizations.
 - (b) Take advantage of local or international volunteers (if appropriate), particularly for monitoring and gathering information during the response phase, i.e., virtual operations support teams (VOST).
- (4) Measure and refine — Debrief to identify lessons learned, planning gaps, and/or process improvements.

N J.5 Exercises and Testing. Social media tools allow emergency managers to disseminate information to wider audiences, interact with the public, monitor social media networks to get a better sense of what's happening on the ground during a crisis, get better situational awareness, and improve collaboration for sharing information during an emergency and best practices and lessons learned. Whether or not social media is part of your advanced emergency planning, it almost certainly will be part of the communications occurring during your emergencies from now on.

However, without ongoing testing of and training in the use of these tools, their effectiveness during an actual emergency or disaster could be limited. The following are recommended practices to maintain proficiency levels of team members responsible for executing an entity social media strategy:

- (1) Update crisis, emergency, business continuity and disaster recovery, and other plans as appropriate.
- (2) Stay current on social media best practices, by reading white papers and attending external training and webinars.
- (3) Include a social media component in any emergency response training conducted.
- (4) Include components of your social media strategy in exercises, simulations, and other testing.
- (5) Use results of exercises and tests to improve the entity's overall response plan, particularly as it relates to integration of social media.

N Annex K Emergency Communications: Public Alerts and Warnings in Disaster Response

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

N K.1 Introduction. The material in this annex is based on the National Institute of Standards and Technology (NIST) and Fire Protection Research Foundation research and documents: *Developing Emergency Communication Strategies for Buildings*, by E. Kuligowski, S. Gwynne, K. Butler, B. Hoskins, and C. Sandler; *General Guidance on Emergency Communication Strategies for Buildings, 2nd Edition*, by E. Kuligowski and H. Omori; *Outdoor Siren Systems: A review of technology, usage, and public response during emergencies*, by E. Kuligowski and K. Wakeman, and *A Review of Public Response to Short Message Alerts under Imminent Threat*, by E. Kuligowski and J. Doermann.

The purpose of this annex is to provide information and guidance on emergency communication strategies to emergency managers, emergency personnel, first responders, government agencies, the media, businesses, and other entities responsible for alerting and warning the public in the response phase of hazards and disasters. This guidance is based on multi-

ple reviews of literature sources from a variety of social science and engineering disciplines.

First, the annex discusses the differences between alerts and warnings, followed by an overview of emergency communication technology and/or approaches. The annex ends with a presentation of guidance on emergency communication strategies, including general guidance on coordination and preplanning, alerts, and warnings.

N K.2 Differences Between Alerts and Warnings: Effective Emergency Communication Strategies Include Both Alerts and Warnings. An *alert* is meant to grab peoples' attention that an emergency is taking place. A *warning* message is meant to follow an alert and provide or convey important information to building occupants (i.e., the state of the emergency and what people should do in response to the emergency).

N K.3 Emergency Communication Technologies and/or Approaches. Various types of emergency communication technologies and/or approaches are available for entities to alert and warn their audience of an impending hazard event. Technologies and/or approaches that the entity might want to consider using in their emergency communication strategy include the options described in K.3.1 through K.3.8.

N K.3.1 Outdoor Siren Systems. These systems often consist of interconnected sirens designed to alert individuals located outdoors, of an approaching threat. Some systems disseminate both sound alerts and voice communication, while others broadcast only sound alerts. In cases where the siren system disseminates only sound (without accompanying information by this or other technology), the listening audience could be confused about what the siren means in a particular event. To reach a wider audience, some systems provide options to mount strobe lights on (or as part of) outdoor sirens to aid with alerting, especially to reach those who are unable to hear the siren tones/signals.

N K.3.2 Social Media. Social media is increasingly being used to provide alerting and warning information (i.e., photos, videos, graphics, and text) before, during, and after emergencies. For disasters that require evacuation, for example, warning information can include maps, evacuation instructions, evacuation site/shelter locations, and directions and evacuation routes.

N K.3.2.1 Benefits of Social Media. The benefits of social media are as follows:

- (1) Quick dissemination of information.
- (2) Two-way capabilities: allowing message providers to monitor public response, craft messages that are appropriate for the current emergency, and provide follow-up messages that are relevant to the affected population.
- (3) Self-correction of false information.
- (4) Facilitation of the milling or confirmation process. In any emergency, individuals are likely to spend time discussing the emergency with others to decipher what is going on and what should be done about it. By posting and reposting information on social media sites, the milling process takes place in a virtual forum, which can reduce the time spent in this process and allow individuals to respond more quickly.
- (5) A fast, cheap, and relatively easy way for mass distribution of communications.

N K.3.2.2 Limitations of Social Media. The use of social media for emergency communication includes the following limitations:

- (1) Agencies might be required to spend a significant amount of time filtering and verifying incoming information both before and during a disaster. Depending upon the duration of the disaster and the size of the affected audience, social media might not be a feasible avenue for two-way emergency communication.
- (2) Some platforms limit the number of characters allowed in an emergency message. In this case, technologies that limit the number of characters (e.g., 140 characters) might disseminate messages that act more like an alert than a warning, since it is difficult to include all information required in a warning message within smaller character limits.
- (3) The perception that the technology might be relatively confined to certain subpopulations in the United States (e.g., younger populations or populations with access to the internet); however, usage among those 65 years old and older has more than tripled since 2010.
- (4) Older, less relevant information remains online (and can be retweeted), making it important to identify and make salient new and relevant information for audiences.
- (5) Social media relies on the internet, and thus, electricity and computer software. Natural and human-caused disasters represent a risk of technology or software failure (or security breach).

N K.3.3 Wireless Emergency Alerts (WEAs). WEA is a nationwide program across the United States whereby emergency alerts (currently restricted to 90 characters in length) are sent to individual mobile devices by “authorized government alerting authorities.” An individual can receive these alerts directly to his or her mobile device without the need to download an app or subscribe to a particular service. There are three main types of alerts that can be disseminated through this system: alerts for extreme weather, AMBER alerts (i.e., urgent bulletins alerting individuals about child-abduction cases), and Presidential Alerts during a national emergency. WEA messages are always accompanied by a special tone and vibration, which are both repeated twice as the message is first displayed on the mobile device. In addition to emergency managers, the National Weather Service is considered an “authorized government alerting authority” and can send WEA messages for tsunamis, tornado, and flash floods, and hurricanes, typhoons, dust storms, and extreme wind. The WEA messages are sent to individuals based upon their geographical location (i.e., WEAs are broadcast from area cell towers to mobile devices in the area), their type of device (i.e., it needs to be a WEA-capable phone), and their wireless carrier (i.e., the carrier must participate in the program). This is an opt-out program, in that if individuals do not wish to receive WEAs, they can opt out of the system via settings on their mobile devices.

N K.3.4 Automated Messages via Phone, Email, or Application. Many private companies now offer services that allow for automated messages to be disseminated to a certain population via routine phone (landline or mobile device), text, email, or app group services. These often are facilitated through a business or university, among other communities, whereby an individual who wishes to register for the service will receive alerts and warning messages about various types of natural disasters and other types of human-caused events (e.g., an active shooter threat or a chemical spill/hazardous materials situation). This

category of technology includes *Reverse 911*, which provides an automated audible message via phone call to registered landlines or mobile phones. If available, the entity’s communication system should have the capability to receive feedback from their audience (employees, personnel, etc.), where necessary.

N K.3.5 Emergency Alert System (EAS). The Emergency Alert System (EAS) is a national public alerting and warning system that requires the following providers to disseminate communications’ capability to the President to address the American public within 10 minutes during a national emergency: broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service, and direct broadcast satellite. This system can also be used by state and local authorities in cooperation with the broadcast community to deliver emergency information, such as AMBER alerts and weather information. Each message is comprised of four features: a header, an attention signal or tone, an audible announcement (of which some portion might be provided via text), and an “end-of-message” marker.

N K.3.6 Tone Alert (or Weather Alert) Radios. Tone alert radios are a technology used to disseminate messages originated by NOAA Weather Radio All Hazards (NWR), a national network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official National Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week (www.nws.noaa.gov). NWR also broadcasts warning information for all types of natural, environmental, and public safety emergencies in partnership with federal, state, and local emergency managers and other public officials. The receivers are either desktop or handheld models, and these require the owner to program the radio (i.e., to specify the particular area for which he or she would like to receive alerts) to ensure that the appropriate location-specific broadcasts are disseminated via the receiver.

N K.3.7 Radio or Television Broadcasts. In addition to EAS via television or radio, the public can also receive warning information via other radio or television broadcasts. Local radio and television stations are in place in most towns/communities; however, where local stations are not readily available, the broadcast of local emergency information can become complicated.

N K.3.8 Internet/Website Posts, News, and Blogs. Warning information can also be provided to the public via Internet/website posts, news, and blogs, as examples. Warning information is often posted directly on the front page of the website, making it easier for the public to find it. Also, it is often the entity’s public information officer (PIO) or communication specialist whose responsibility it is to post emergency information. Due to changing conditions of the emergency, the posted information often requires constant updates in an emergency situation, which becomes more difficult as the entity’s attention is divided among numerous emergency-related tasks during and after the disaster.

N K.4 Guidance on the Emergency Communication Strategies. Guidance is provided for entities responsible for public alerts and warnings in disaster response (and recovery, where applicable).

N K.4.1 Coordination and Preplanning. Entities should engage with message providers within the community to ensure consistent communication and messaging to the public before, during, and after an event.

N K.4.2 Creation and Dissemination of Alerts.

N K.4.2.1 Outdoor Siren Systems. The following guidance is provided for entities on the ways in which alerts (and/or warnings) should be created and disseminated via outdoor siren systems:

- (1) Develop consistent protocols for outdoor siren systems across entities. Since the protocols and procedures for outdoor siren system use varies significantly in the U.S. from entity to entity, common national or regional standards and practices for the use of outdoor siren systems can be adopted to minimize confusion among the public and increase trust in the outdoor siren systems.
- (2) Reach as wide an audience as possible.
- (3) Increase the impact of the outdoor siren system by accompanying alerts with specific, credible, accurate, and consistent warning information disseminated by multiple warning technologies.
- (4) Reach out to vulnerable populations who are unable to receive the alerting signal from these systems.
- (5) Educate and train the public on the outdoor siren system — its signal tone, when (and for what disasters) it will sound, and the actions to be taken when it sounds.

N K.4.2.2 “Short Messages Alerts”. The following guidance is provided for the creation of short message alerts (i.e., alert messages with specific character restrictions) for populations under imminent threat.

Include the following content within the short message alert:

- (1) Source of the message
- (2) Type of hazard and its consequences
- (3) Location of the hazard
- (4) Timeline of the hazard
- (5) Actions that should be taken by the receiving public

List the message source at the beginning of the short message alert. Messages are more successful in prompting safe and effective public response if the source of the message is perceived as credible by the receiving public.

Use clear language. Reduce, and if possible, remove abbreviations, acronyms, and jargon. Clearly spell out all words, including the source of the message and timeline information (e.g., time zones). When identifying hazard or safe zones, use terminology that is familiar to the receiving public.

Communicate the seriousness of the event, the consequences of the risk if the receiver does not act, and the specific actions that should be taken in response to the event.

Craft the messages using imperative- or instructional-style voice, especially when relaying the protective action(s) that should be taken by the receiving public.

N K.4.3 Creation and Dissemination of Warning Messages.

Annex G in *NFPA 72*[®] provides guidance on the creation and dissemination of warning messages, including warning message content (e.g., the types of information that should be included in a warning message), the source of the message, message structure, message language (or wording), and the use of multiple messages, as well as more specific guidance on the

appropriate methods to disseminate audible warnings. Message templates are also provided.

N Annex L Emergency Management, Continuity, and Crisis Management Data Interoperability

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

N L.1 Interoperability. Chapters 6, 8, and 9, in conjunction with the respective sections in Annex A as well as Annex K, required the organization to practice incident and resource management using situation analysis and coordination, emergency operations/response using situation analysis and crisis communication, and continuity using a variety of data and communication resources. In all these cases, the success of the activity depends upon good data kept in an interoperable system so that access by all those responsible for planning, making operational decisions, or communicating during a crisis have the same and current information.

Accordingly, the organization must create and maintain such a system. The vision of success for such a system is that the data it contains be accurate and updated, that it be accessible during planning as well as during a crisis, that it be easily used and accessed by the entire range of potential users, and that it be kept in a fashion that will maintain these traits during even catastrophic events.

While every organization working to comply with *NFPA 1600* will have its own set of critical data elements, there are some commonalities. For example, data elements that capture information on the organization’s critical and time-sensitive processes and the status of key personnel will all be critical in following the requirements of Sections 6.6, 6.7, 6.8, and 6.9 regardless of the nature of the organization’s operations.

Many users will immediately be drawn to software products to fill these needs. This annex does not recommend any software product nor does it necessarily stand for the proposition that software is the solution.

Instead, the organization must assess the hazards it might face and evaluate its current data interoperability capabilities in the arenas of emergency management, continuity, and crisis management. Most organizations will find that in comparison to the vision of success, their current data interoperability systems will have capability gaps.

The next step is to strategically plan to fill such gaps. While there is great temptation to reach for a quick solution, such solutions often bring their own additional capability gaps in the areas of financial burdens, the need for training and staffing support, the difficulties of system operation and maintenance, and the usefulness and reliability of the system during incidents. These new or additional capability gaps must be factored into the strategic plan.

As the vision of success notes as its first priority, data accuracy and updates are of paramount importance. It is pointless to have a wonderful software system if the data it contains is not accurate and updated. The practical aspects of data creation and maintenance must remain top of mind in the strategic planning process.

The strategic plan to fill gaps is a process. The organization must establish its data interoperability priorities. It is valid for an organization to prioritize communication during an incident while another might prioritize the value of data in continuity and recovery as long as these initial prioritizations are not viewed as completing the process. Planning to fill these gaps represent a process with many steps, all of which should demonstrate progress toward achieving the requirements of *NFPA 1600*.

Data interoperability is such a key foundation for emergency management, continuity, and crisis management that the techniques required in Chapters 6, 8, and 9 must be applied to this function. For example, the base assumptions under which the system was created must be constantly re-evaluated to determine if they are still valid. Points of failure must be identified and plans to bypass these failures put in place. The data interoperability system must be tested repeatedly under a variety of scenarios. Identifying failures, finding corrections, and implementing enhancements are as much a part of good data interoperability as they are of emergency management, continuity, and crisis management generally.

One example is DHS SAFECOM Interoperability Continuum, which could be particularly useful to share an early common view on data interoperability. (See Figure L.1.)

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M.1 Referenced Publications. The documents or portions thereof listed in this annex are referenced within the informational sections of this standard and are not part of the requirements of this document unless also listed in Chapter 2 for other reasons.

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**Homeland
Security**

Interoperability Continuum

<i>Governance</i>	Limited Leadership, Planning, and Collaboration Among Areas with Minimal Investment in the Sustainability of Systems and Documentation	Individual Agencies Working Independently		Informal Coordination Between Agencies		Key Multi-Discipline Staff Collaboration on a Regular Basis		Regional Committee Working within a Statewide Communications Interoperability Plan Framework					
<i>Standard Operating Procedures</i>		Individual Agency SOPs		Joint SOPs for Planned Events		Joint SOPs for Emergencies		Regional Set of Communications SOPs		National Incident Management System Integrated SOPs			
<i>Technology</i>		<i>DATA ELEMENTS</i>		Swap Files		Common Applications		Custom-Interfaced Applications		One-Way Standards-Based Sharing		Two-Way Standards-Based Sharing	
		<i>VOICE ELEMENTS</i>		Swap Radios		Gateway		Shared Channels		Proprietary Shared System		Standards-Based Shared System	
<i>Training & Exercises</i>		General Orientation on Equipment and Applications		Single Agency Tabletop Exercises for Key Field and Support Staff		Multi-Agency Tabletop Exercises for Key Field and Support Staff		Multi-Agency Full Functional Exercises Involving All Staff		Regular Comprehensive Regionwide Training and Exercises			
<i>Usage</i>		Planned Events		Localized Emergency Incidents		Regional Incident Management		Daily Use Throughout Region					
High Degree of Leadership, Planning, and Collaboration Among Areas with Commitment to and Investment in Sustainability of Systems and Documentation													

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Sequence of Events for the Standards Development Process

Once the current edition is published, a Standard is opened for Public Input.

Step 1 – Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Technical Committee holds First Draft Meeting to revise Standard (23 weeks); Technical Committee(s) with Correlating Committee (10 weeks)
- Technical Committee ballots on First Draft (12 weeks); Technical Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted on the document information page

Step 2 – Comment Stage

- Public Comments accepted on First Draft (10 weeks) following posting of First Draft Report
- If Standard does not receive Public Comments and the Technical Committee chooses not to hold a Second Draft meeting, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance (see Step 4) or
- Technical Committee holds Second Draft Meeting (21 weeks); Technical Committee(s) with Correlating Committee (7 weeks)
- Technical Committee ballots on Second Draft (11 weeks); Technical Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee Second Draft Meeting (9 weeks)
- Correlating Committee ballots on Second Draft (8 weeks)
- Second Draft Report posted on the document information page

Step 3 – NFPA Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks) following the posting of Second Draft Report
- NITMAMs are reviewed and valid motions are certified by the Motions Committee for presentation at the NFPA Technical Meeting
- NFPA membership meets each June at the NFPA Technical Meeting to act on Standards with “Certified Amending Motions” (certified NITMAMs)
- Committee(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the NFPA Technical Meeting

Step 4 – Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Technical Meeting action must be filed within 20 days of the NFPA Technical Meeting
- Standards Council decides, based on all evidence, whether to issue the standard or to take other action

Notes:

1. Time periods are approximate; refer to published schedules for actual dates.
2. Annual revision cycle documents with certified amending motions take approximately 101 weeks to complete.
3. Fall revision cycle documents receiving certified amending motions take approximately 141 weeks to complete.

Committee Membership Classifications^{1,2,3,4}

The following classifications apply to Committee members and represent their principal interest in the activity of the Committee.

1. M *Manufacturer*: A representative of a maker or marketer of a product, assembly, or system, or portion thereof, that is affected by the standard.
2. U *User*: A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
3. IM *Installer/Maintainer*: A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
4. L *Labor*: A labor representative or employee concerned with safety in the workplace.
5. RT *Applied Research/Testing Laboratory*: A representative of an independent testing laboratory or independent applied research organization that promulgates and/or enforces standards.
6. E *Enforcing Authority*: A representative of an agency or an organization that promulgates and/or enforces standards.
7. I *Insurance*: A representative of an insurance company, broker, agent, bureau, or inspection agency.
8. C *Consumer*: A person who is or represents the ultimate purchaser of a product, system, or service affected by the standard, but who is not included in (2).
9. SE *Special Expert*: A person not representing (1) through (8) and who has special expertise in the scope of the standard or portion thereof.

NOTE 1: “Standard” connotes code, standard, recommended practice, or guide.

NOTE 2: A representative includes an employee.

NOTE 3: While these classifications will be used by the Standards Council to achieve a balance for Technical Committees, the Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible Committee deliberations on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest, such as the classification of “Utilities” in the National Electrical Code Committee.

NOTE 4: Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

Submitting Public Input / Public Comment Through the Online Submission System

Soon after the current edition is published, a Standard is open for Public Input.

Before accessing the Online Submission System, you must first sign in at www.nfpa.org. *Note: You will be asked to sign-in or create a free online account with NFPA before using this system:*

- a. Click on Sign In at the upper right side of the page.
- b. Under the Codes and Standards heading, click on the “List of NFPA Codes & Standards,” and then select your document from the list or use one of the search features.

OR

- a. Go directly to your specific document information page by typing the convenient shortcut link of www.nfpa.org/document# (Example: NFPA 921 would be www.nfpa.org/921). Sign in at the upper right side of the page.

To begin your Public Input, select the link “The next edition of this standard is now open for Public Input” located on the About tab, Current & Prior Editions tab, and the Next Edition tab. Alternatively, the Next Edition tab includes a link to Submit Public Input online.

At this point, the NFPA Standards Development Site will open showing details for the document you have selected. This “Document Home” page site includes an explanatory introduction, information on the current document phase and closing date, a left-hand navigation panel that includes useful links, a document Table of Contents, and icons at the top you can click for Help when using the site. The Help icons and navigation panel will be visible except when you are actually in the process of creating a Public Input.

Once the First Draft Report becomes available there is a Public Comment period during which anyone may submit a Public Comment on the First Draft. Any objections or further related changes to the content of the First Draft must be submitted at the Comment stage.

To submit a Public Comment you may access the online submission system utilizing the same steps as previously explained for the submission of Public Input.

For further information on submitting public input and public comments, go to: <http://www.nfpa.org/publicinput>.

Other Resources Available on the Document Information Pages

About tab: View general document and subject-related information.

Current & Prior Editions tab: Research current and previous edition information on a Standard.

Next Edition tab: Follow the committee’s progress in the processing of a Standard in its next revision cycle.

Technical Committee tab: View current committee member rosters or apply to a committee.

Technical Questions tab: For members and Public Sector Officials/AHJs to submit questions about codes and standards to NFPA staff. Our Technical Questions Service provides a convenient way to receive timely and consistent technical assistance when you need to know more about NFPA codes and standards relevant to your work. Responses are provided by NFPA staff on an informal basis.

Products & Training tab: List of NFPA’s publications and training available for purchase.

Information on the NFPA Standards Development Process

I. Applicable Regulations. The primary rules governing the processing of NFPA standards (codes, standards, recommended practices, and guides) are the NFPA *Regulations Governing the Development of NFPA Standards (Regs)*. Other applicable rules include NFPA *Bylaws*, NFPA *Technical Meeting Convention Rules*, NFPA *Guide for the Conduct of Participants in the NFPA Standards Development Process*, and the NFPA *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council*. Most of these rules and regulations are contained in the *NFPA Standards Directory*. For copies of the *Directory*, contact Codes and Standards Administration at NFPA Headquarters; all these documents are also available on the NFPA website at “www.nfpa.org.”

The following is general information on the NFPA process. All participants, however, should refer to the actual rules and regulations for a full understanding of this process and for the criteria that govern participation.

II. Technical Committee Report. The Technical Committee Report is defined as “the Report of the responsible Committee(s), in accordance with the Regulations, in preparation of a new or revised NFPA Standard.” The Technical Committee Report is in two parts and consists of the First Draft Report and the Second Draft Report. (See *Regs* at Section 1.4.)

III. Step 1: First Draft Report. The First Draft Report is defined as “Part one of the Technical Committee Report, which documents the Input Stage.” The First Draft Report consists of the First Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Notes, and Ballot Statements. (See *Regs* at 4.2.5.2 and Section 4.3.) Any objection to an action in the First Draft Report must be raised through the filing of an appropriate comment for consideration in the Second Draft Report or the objection will be considered resolved. [See *Regs* at 4.3.1(b).]

IV. Step 2: Second Draft Report. The Second Draft Report is defined as “Part two of the Technical Committee Report, which documents the Comment Stage.” The Second Draft Report consists of the Second Draft, Public Comments with corresponding Committee Actions and Committee Statements, Correlating Notes and their respective Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements. (See *Regs* at 4.2.5.2 and Section 4.4.) The First Draft Report and the Second Draft Report together constitute the Technical Committee Report. Any outstanding objection following the Second Draft Report must be raised through an appropriate Amending Motion at the NFPA Technical Meeting or the objection will be considered resolved. [See *Regs* at 4.4.1(b).]

V. Step 3a: Action at NFPA Technical Meeting. Following the publication of the Second Draft Report, there is a period during which those wishing to make proper Amending Motions on the Technical Committee Reports must signal their intention by submitting a Notice of Intent to Make a Motion (NITMAM). (See *Regs* at 4.5.2.) Standards that receive notice of proper Amending Motions (Certified Amending Motions) will be presented for action at the annual June NFPA Technical Meeting. At the meeting, the NFPA membership can consider and act on these Certified Amending Motions as well as Follow-up Amending Motions, that is, motions that become necessary as a result of a previous successful Amending Motion. (See 4.5.3.2 through 4.5.3.6 and Table 1, Columns 1-3 of *Regs* for a summary of the available Amending Motions and who may make them.) Any outstanding objection following action at an NFPA Technical Meeting (and any further Technical Committee consideration following successful Amending Motions, see *Regs* at 4.5.3.7 through 4.6.5.3) must be raised through an appeal to the Standards Council or it will be considered to be resolved.

VI. Step 3b: Documents Forwarded Directly to the Council. Where no NITMAM is received and certified in accordance with the Technical Meeting Convention Rules, the standard is forwarded directly to the Standards Council for action on issuance. Objections are deemed to be resolved for these documents. (See *Regs* at 4.5.2.5.)

VII. Step 4a: Council Appeals. Anyone can appeal to the Standards Council concerning procedural or substantive matters related to the development, content, or issuance of any document of the NFPA or on matters within the purview of the authority of the Council, as established by the Bylaws and as determined by the Board of Directors. Such appeals must be in written form and filed with the Secretary of the Standards Council (see *Regs* at Section 1.6). Time constraints for filing an appeal must be in accordance with 1.6.2 of the *Regs*. Objections are deemed to be resolved if not pursued at this level.

VIII. Step 4b: Document Issuance. The Standards Council is the issuer of all documents (see Article 8 of *Bylaws*). The Council acts on the issuance of a document presented for action at an NFPA Technical Meeting within 75 days from the date of the recommendation from the NFPA Technical Meeting, unless this period is extended by the Council (see *Regs* at 4.7.2). For documents forwarded directly to the Standards Council, the Council acts on the issuance of the document at its next scheduled meeting, or at such other meeting as the Council may determine (see *Regs* at 4.5.2.5 and 4.7.4).

IX. Petitions to the Board of Directors. The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the codes and standards development process and to protect the interests of the NFPA. The rules for petitioning the Board of Directors can be found in the *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council* and in Section 1.7 of the *Regs*.

X. For More Information. The program for the NFPA Technical Meeting (as well as the NFPA website as information becomes available) should be consulted for the date on which each report scheduled for consideration at the meeting will be presented. To view the First Draft Report and Second Draft Report as well as information on NFPA rules and for up-to-date information on schedules and deadlines for processing NFPA documents, check the NFPA website (www.nfpa.org/docinfo) or contact NFPA Codes & Standards Administration at (617) 984-7246.



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