COUNTERSPHERICS

Emergency Resource Plan

Company: _____

Division: _____

Group: _____

Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator. In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures.

Page #_____ of _____ Pages

MERLENN® Operator System Use:

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Use Continuity SAR Plan Actions (SARPA)

Use Hazard/Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
CITY EMERGENCY SERVICES			
Ambulance	911		
Fire/Paramedics	911		
Police	911		
Hazardous Materials	911		
Building Custodian			
Security			

Emergency Resource Plan

Company: _____

Division: _____

Group: _____

Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
5. Assembly points

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Use Continuity SAR Plan Actions (SARPA)

Use Hazard/Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

WHAT	LOCATION	SERVICE/USE
STATIONS / EXITS / ROUTES		

MERLENN® CL-ERAP rev 2

COUNTERSPHERICS

USE SHEETS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**)

Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
DISASTER RESPONSE			

COUNTERSPHERICS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
EMERGENCY MANAGEMENT			

COUNTERSPHERICS

Emergency Resource Plan

Company: _____

Division: _____

Group: _____

Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
EMERGENCY SVCS STATE			

COUNTERSPHERICS

USE SHEETS

Emergency Resource Plan

Company: _____

Division: _____

Group: _____

Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

tep 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
EMERGENCY BROADCASTING			

COUNTERSPHER!CS

USE SHEETS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**)

Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
HOSPITALS/TRAUMA CENTERS			

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MERLENN® CL-ERAP rev 2

COUNTERSPHERICS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

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Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**)

Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

ORGANIZATION	PHONE	COUNTY	SERVICES
HOSPITALS/EMERGENCY SVCS			

COUNTERSPHERICS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
CLINICS/EMERGENCY SVCS			

COUNTERSPHERICS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**)

Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
UTILITIES			
WATER			Water/Sewer Exterior
GAS			Gas Exterior
TELEPHONE			Landline Exterior
ELECTRIC			Electricity Exterior
PLUMBER			Water/Flooding Interior
ELECTRICIAN			Electricity Interior

MERLENN® CL-ERAP rev 2

COUNTERSPHER**I**CS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**)

Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
PRIVATE AGENCIES			

COUNTERSPHERICS

USE SHEETS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**)

Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
NATIONAL GUARD			

COUNTERSPHER CS

Emergency Resource Plan

Company: _____
Division: _____
Group: _____
Date: _____

RESOURCES for:
Incident: CRITICAL OPERATIONS

Step 1	Company/Organization/Entity
Step 2	Organization Phone
Step 3	Organization County
Step 4	Organization Services

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Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**)

Use **MERLENN® Safety or Emergency** Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

Usage: Use MERLENN® Continuity, Safety, Emergency, Recipient Screens

ORGANIZATION	PHONE	COUNTY	SERVICES
OTHER			

COUNTERSPHERICS

Emergency Action Plan

Company: _____
Division: _____
Group: _____
Date: _____

ACTIONS for:
Incident: CHEMICAL SPILL

Large: Immediately notify the designated official and Emergency Coordinator. Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.). Secure the area and alert other site personnel. Do not attempt to clean the spill unless trained to do so. Attend to injured personnel and call the medical emergency number, if required. Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Small: Notify the Emergency Coordinator and/or supervisor (select one). If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering. Deal with the spill in accordance with the instructions described in the Safety Data Sheet (SDS). Small spills must be handled in a safe manner, while wearing the proper PPE. Review the general spill cleanup procedures.

Follow Evacuation Plan if warranted/needed.

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Use MERLENN® Continuity SAR Plan Actions (SARPA), & HAZMAT

Use MERLENN® Safety or Emergency Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

SEE DECON PLAN, HAZMAT REPORTING, PPE & OTHER USE SHEETS AS NEEDED

EMERGENCY #	LOCATIONS	ORG EMERG RESPONSE INFO
		30 Minute ETA

Emergency Action Plan

Company: _____
Division: _____
Group: _____
Date: _____

ACTIONS for:
Incident: FIRE/WILDFIRE

Activate the nearest fire alarm (if installed) Notify the local Fire Department. If the fire alarm is not available, notify the site personnel about the fire emergency by: Phone, Two-Way Radio, Paging, or Other i.e. **MERLENN®**.

Fight the fire **ONLY** if: The Fire Department has been notified and the **fire is small and is not spreading to other areas and a fire extinguisher is available in working condition and personnel are trained to use it.** Escaping the inside area is possible by backing up to the nearest exit.

Leave the structure using the designated escape routes. Assemble in the designated area (specify location): Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Ensure that all employees have evacuated the area / floor. Report any problems to the Emergency Coordinator at the assembly area. Assist physically challenged employees if needed!

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Use MERLENN® Continuity SAR Plan Actions (SARPA)

Use MERLENN® Safety or Emergency Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

SEE EVAC PLAN & OTHER USE SHEETS AS NEEDED

EMERGENCY #	LOCATIONS	ORG EMERG RESPONSE INFO
		30 Minute ETA

Emergency Action Plan

Company: _____

Division: _____

Group: _____

Date: _____

Page #_____ of _____ Pages

ACTIONS for:
Incident: MEDICAL EMERGENCY

Call 911 & provide the following information:
a. Nature of medical emergency
b. Location of the emergency (address, building, room number)
c. Your name and phone number from which you are calling. **Do not move victim unless absolutely necessary.** Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
1. **Assure Breathing** by clearing the air passages using the Heimlich Maneuver in case of choking.
2. **Stop the Bleeding** with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
3. **Warm Victim** with blankets, towels, clothes etc.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

EMERGENCY #	LOCATIONS	ORG EMERG RESPONSE INFO
		30 Minute ETA

Emergency Action Plan

Company: _____
Division: _____
Group: _____
Date: _____

ACTIONS for:
Incident: POWER LOSS

Extended Power Loss: Certain precautionary measures should be taken depending on the geographical location and environment of the facility: Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment. Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss. Fire sprinkler system · Standpipes · Potable water lines · Toilets Add propylene-glycol to drains to prevent traps from freezing Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
Restoration: Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

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Use MERLENN® Continuity SAR Plan Actions (SARPA)

Use MERLENN® Safety or Emergency Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

STRUCTURE	LOCATION	ORG EMERG RESPONSE INFO
		30 Minute ETA

Emergency Action Plan

Company: _____
Division: _____
Group: _____
Date: _____

ACTIONS for:
Incident: SEVERE WEATHER & NATURAL DISASTER

Tornado. When a warning is issued by sirens or other means, seek inside shelter. Consider the following: - - - Small interior rooms on the lowest floor and without windows, Hallways on the lowest floor away from doors and windows, and Rooms constructed with reinforced concrete, brick, or block with no windows. Stay away from outside walls and windows. Use arms to protect head and neck. Remain sheltered until the tornado threat is announced to be over.

Earthquake. Keep away from overhead fixtures, windows, filing cabinets, and electrical power. Assist people with disabilities in finding a safe place. Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood if Indoors: Be **ready to evacuate** as directed by the Emergency Coordinator and/or the designated official. Follow the recommended primary or secondary evacuation routes.

Flood If Outdoors: Climb to high ground and stay there. Avoid walking or driving through flood water. If car stalls, abandon it immediately and climb to a higher ground.

Hurricane/Typhoon. The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

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Use MERLENN® Continuity SAR Plan Actions (SARPA)

Use MERLENN® Safety or Emergency Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

SEE EVAC PLAN & OTHER USE SHEETS AS NEEDED

STRUCTURE	PLANNED/EVAC LOCATIONS	ORG EMERG RESPONSE INFO
		30 Minute ETA

COUNTERSPHERICS

Emergency Action Plan

Company: _____
Division: _____
Group: _____
Date: _____

ACTIONS for:
Incident: SEVERE WEATHER & NATURAL DISASTER

Hurricane/Typhoon. Stay calm and await instructions from the Emergency Coordinator or the designated official. Moor any boats securely, or move to a safe place if time allows. Continue to monitor local TV and radio stations for instructions. Move early out of low-lying areas or from the coast, at the request of officials. If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings. Collect drinking water in appropriate containers.

Hurricane/Typhoon. Once a hurricane warning has been issued: Be **ready to evacuate** as directed by the Emergency Coordinator and/or the designated official. Leave areas that might be affected by storm tide or stream flooding. During a hurricane: Remain indoors and consider: Small interior rooms on the lowest floor and without windows.

Blizzard Stuck Indoors: Hallways on the lowest floor away from doors and windows, and Rooms constructed with reinforced concrete, brick, or block with no windows. Stay calm and await instructions from the Emergency Coordinator or the designated official. Stay indoors! If there is no heat: Close off unneeded rooms or areas. Stuff towels or rags in cracks under doors. Cover windows at night. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration. Wear layers of loose-fitting, light-weight, warm clothing, if available.

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Use MERLENN® Safety or Emergency Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

SEE EVAC PLAN & OTHER USE SHEETS AS NEEDED

EMERGENCY #	PLANNED/EVAC LOCATIONS	ORG EMERG RESPONSE INFO
		30 Minute ETA

Emergency Action Plan

Company: _____
Division: _____
Group: _____
Date: _____

ACTIONS for:
Incident: SEVERE WEATHER & NATURAL DISASTER

Blizzard Stuck Outdoors: Find a dry shelter. Cover all exposed parts of the body. If shelter is not available: Prepare a lean-to shelter, wind break shelter, or snow cave shelter for protection from the wind. Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat. Do not eat snow. It will lower your body temperature. Melt it first.

Blizzard Stuck Car/Truck. If stranded in a car or truck: Stay in the vehicle! Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked. Make yourself visible to rescuers. Turn on the dome light at night when running the engine. Tie a colored cloth to your antenna or door or raised hood. Raise the hood after the snow stops falling. Exercise to keep blood circulating and to keep warm.

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MERLENN® Operator System Use

A MERLENN® Recipient is a Human Resource or PoC whose information is configured using the Configure Recipient feature off the Settings category. The Key PoC for an agency or building must use the sub-ID of OCCP or BLDG to identify the PoC and General PoC Information.

Use the MERLENN® Safety or Emergency Logistics feature to task, un-task, track, and cost a human rand or inventory resources. Note: Inventory Resources are configured using the Configure Inventory feature off the Settings category. Services and or Equipment (non-human are configured in inventory)

Use MERLENN® Continuity SAR Plan Actions (SARPA)

Use MERLENN® Safety or Emergency Hazard / Threat Workflow/Checklist

Use MERLENN® Safety or Emergency SMS/TEXT Warning or Alerting!

EMERGENCY #	PLANNED LOCATIONS	ORG EMERG RESPONSE INFO
		30 Minute ETA