

Appendix C:

Emergency Management Team Response Protocol

A. Emergency Management Team Members: _____

B. Safety Response Team Members: _____

C. Building Coordinator: _____

D. Incident Coordinator: _____

E. Chain of Command: _____

F. Dissemination of Information:

1. Location of (Establishment's) News Media Area*:

2. Designated News Media Spokesperson: _____

3. Means of Communication (how will the message be shared?):

a. Primary Means: (Telephone, internet, etc.) _____

b. Alternate Means: (Telephone, internet, etc.) _____

* When choosing a news media area, if possible, it's best to choose an area within the building with traffic access, in and out, but away from the main entrance and exit to your establishment. Also, try to choose a spot with a clear line of sight to the southwest sky for satellite trucks and relatively close proximity to restrooms and water fountains. If your news media area is inside, select a quiet office or other area with sufficient cellular service for telephone and internet access.