

IR CHECK LIST

Check list: INITIAL INCIDENT RESPONSE CHECKLIST

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| Incident occurs. | <input type="checkbox"/> |
| First person to observe incident at LOCATION follows local emergency procedures and notifies the local Damage Assessment Team (DAT) and/or building security of incident. | <input type="checkbox"/> |
| The local DAT assembles, investigates the incident using a checklist, and determines if the local Incident Management Team (IMT) needs to be activated. If it is necessary, the DAT also notifies public authorities and/or dials 911. | <input type="checkbox"/> |
| If needed, the DAT will notify and activate the local Incident Management Team (IMT). The IMT designates a point of contact (POC) for the incident. The POC launches a notification process. | <input type="checkbox"/> |
| If life and safety are at immediate risk - the IMT Leader and his/her staff shall act first to ensure their own survival as well as the survival of all staff, and then communicate when feasible. | <input type="checkbox"/> |
| As soon as possible, the IMT POC notifies the Regional Incident Manager (phone number) and the Threat Assessment Center (TAC) (phone number) of the incident. | <input type="checkbox"/> |
| The TAC establishes local incident coordination with the IMT point of contact, assesses the incident; and notifies senior management of the incident. | <input type="checkbox"/> |
| The Regional Incident Manager notifies the Regional IM Team of the incident. | <input type="checkbox"/> |
| TAC determines if the situation requires escalation, based on inputs from the Damage Assessment Team and IMT. | <input type="checkbox"/> |
| Assuming the situation warrants escalation, the IMT reviews the situation, briefs the TAC and Regional Incident Manager, and initiates the disaster declaration process. | <input type="checkbox"/> |
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| If a disaster is not declared, IMT POC advises TAC and Regional Incident Manager. | <input type="checkbox"/> |
| If a disaster is declared, the local IMT <ol style="list-style-type: none"> 1. Notifies the TAC and Regional Incident Manager 2. Activates the Emergency Operations Center (EOC) 3. Activates the BC-IM plan 4. Launches emergency response procedures | <input type="checkbox"/> |
| The Regional Incident Manager consults with the TAC on the incident. Feedback from the TAC is relayed to local IM Team point of contact. | <input type="checkbox"/> |
| All BUSINESS NAME staff is notified of the incident and of operational status. | <input type="checkbox"/> |
| The incident management and business continuity plans continue until the incident has been resolved. | <input type="checkbox"/> |