

Wellspring Info

Nailing the Intro to your Emergency Response Plan

Less is more when it comes to emergency response plans, and the same goes for your introduction:

- Encourage people to read and review the plan *before* they're faced with an emergency. For example:
 - Please review this plan periodically, so you will be prepared to rapidly and effectively manage any emergencies.
- Explain how your plan is organized. For example: The red tabs are for emergency procedures, the white tabs are our BC plan.
- You may want to check with your compliance department to see if there's any language they want to include to protect your organization. For example:
 - Every emergency poses a unique and ever-changing combination of factors and challenges, so no guide can ever be complete. Plan ahead.
- Consider giving links of other sources of information such as:
 - o www.ready.gov
 - o www.noaa.gov
 - o www.dhs.gov
 - o www.emergency.cdc.gov
 - o www.fema.gov
 - o Etc.
- Ask employees to speak with a supervisor if there is any part of the plan that is confusing or unclear.

Wellspring Info can improve your emergency response plan, boost your OSHA-compliance, and then turn your plan into emergency guidebooks or an app:

Guidebooks: www.WellspringInfo.com

App: www.WellspringInfoApp.com

Phone: 800.268.3682

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