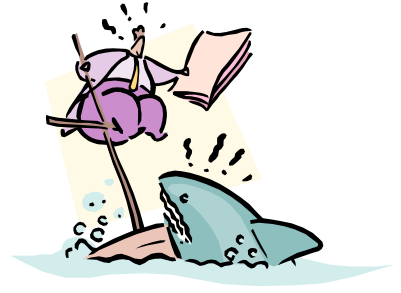


10 steps to successful Emergency Planning



1. **Be specific** about the scenarios you are planning for. You can't plan for a general-purpose emergency.
2. **Assess the risks** so you have a realistic picture of what emergencies might occur.
3. **Reduce the risks** by making them less likely to happen or reducing the effect they might have. Risk reduction techniques include maintenance of buildings and equipment, good security systems and procedures, and sensible storage arrangements.
4. **Think through** each emergency scenario, ideally by acting it out with a colleague. What are the implications? What exactly would you need to do?
5. **Organise your plan** so that information that would be needed rapidly in a major emergency can be found immediately.
6. **Write step by step procedures** for each scenario you have identified. What order do things need to be done in? Who needs to be contacted?
7. **Include a table of contact names and numbers** for everyone you may need to call on in an emergency. This can be referred to from all of the procedures.
8. **Have an emergency kit**, list it in the plan and keep it together and in working order. It may not be much, but you need to know where it is.
9. **Tell everyone** in your organisation about the plan and make sure they have access to a copy. Try and have regular drills, working through a different scenario each time. This can be fun and highlight weaknesses or omissions in the plan.
10. **Keep it up-to-date**. The plan will be useless if the scenarios you identified have changed or the tradesmen on your contacts list have retired. It should be reviewed and updated every year.