




|                         |  | OSHA / IIPP Compliance (10 employees)                     |  |
|-------------------------|--|---|--|
| Name                    |  | Person with overall safety responsibility at our facility |  |
| Supervisor Name         |  | Company Name  |  |
| Facility                |  | Location of IIPP  |  |
| Division                |  | Employees are recognized for safety by                    |  |
| Course Certificate Date |  | Disciplinary Process                                      |  |
| ACAC Credentials        |  | Company ensures OSHA compliance by                        |  |
|                         |  | Safety Meeting Schedule                                   |  |
|                         |  | Anonymous Report Policy                                   |  |
|                         |  | Employee Communications Systems                           |  |
|                         |  | How and what schedule is training provided                |  |
|                         |  |   |  |

NOTE: Print in Duplex mode and place in ring-binder for proper collaboration between pages inside modules.

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|  |  |
|--|--|
| <p><b>Introduction – B0</b></p> <ol style="list-style-type: none"> <li>1. Testimonial</li> <li>2. Current Prep. Level TMI</li> <li>3. Basic Premise of Program</li> <li>4. Not first responder training</li> <li>5. Ricky Rescue</li> <li>6. CERT Resources</li> <li>7. Take Care of Ourselves</li> <li>8. GAO</li> <li>9. Systemic Resources</li> <li>10. Supply Chain</li> <li>11. Disclaimer</li> <li>12. Phase of emergency I, II, III</li> <li>13. Phase IV, V, VI, VII</li> <li>14. Critical thinking</li> </ol> | <p><b>Download from App Store</b></p>  <p>Titan HST (Make sure to include space before HST)</p> <p>If your facility is blocked, you may need to disable Wi-Fi, download the app, then re-enable</p> <p>Credentials:</p> <ol style="list-style-type: none"> <li>1- Your email address</li> <li>2- Password provided from your BERT Team Leader</li> </ol> |
| <p><b>BEGIN MODULE 0 - Introduction</b></p>  | <p>Login to <a href="http://www.BERTinc.org/&lt;your team&gt;">www.BERTinc.org/&lt;your team&gt;</a></p> <p>Credentials:</p> <ol style="list-style-type: none"> <li>1- Your email address</li> <li>2- Password and &lt;your team&gt; provided from your BERT Team Leader</li> </ol>  |
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## ICS – B1 - February

1. Take Charge
2. Mobilization
3. Scope/Strategy
4. Onscene Management
5. Accountability
6. Identify Scope
7. Documentation
8. Determine strategy
9. Operations
10. Dealing with the media
11. Mobilization
12. Rescuer Safety
13. Documentation
14. If you didn't write it down it didn't happen
15. Forms
16. ICS 214
17. Safety/Summary

## BROADCASTS &amp; LOCKDOWNS

**Send Broadcast Messages** to users in your organization by selecting the message icon in the top right corner of your screen. Type your message, attach a photo if applicable, select the user types that you would like the message to go to and press send.

**Lockdown your site** by selecting the lock icon in the top left corner of your screen. Select the organization (if you belong to multiple) and select the groups that you would like the lockdown notification to go to and press send.

**End a Lockdown** by selecting the red lock icon in the top left corner of your screen and tapping the site and user groups you wish to disengage.

If you have unread broadcast messages, a red badge will appear over your Broadcast Tab. If you are in an active lockdown, a red bar will be visible at the top of your screen and the badge over your Broadcast Tab will include a lock icon.

View your organization's broadcast messages for 90 days. After 90 days, the information will be erased from the Titan HST servers. If you wish to save your broadcast message history, screenshot and save them.



## Titan HST Application

Broadcast Messages can be sent and viewed in this Tab. You can also engage and disengage Lockdowns from the Broadcasts Tab.



Review tutorial of Sending and Receiving Broadcasts. Can be set up by Divisions, Teams or All Members

"All hands meeting in 10-minutes"  
 "Begin five minutes of stretching exercises"  
 "Accident near front gate, use side entrance"  
 "All power is out for at least five hours, do NOT come to work today"; or, better-yet: "Snow Day – WOO HOO!"

BEGIN MODULE 1 – Incident Command System

Take Unit Test

## v 2.32 092317

7 | Page

Enter the Safety Team / Incident Management / ICS at your facility (Family)

|                               |  |
|-------------------------------|--|
| Incident Commander            |  |
| Scribe                        |  |
|                               |  |
| Scope of Incident Team Leader |  |
| Scribe                        |  |
|                               |  |
| Strategy/Ops Team Leader      |  |
| Scribe                        |  |
|                               |  |
| Resources Team Leader         |  |
| Scribe                        |  |
|                               |  |
| Admin/Personnel Team Leader   |  |
| Scribe                        |  |
|                               |  |
| Medical Team Leader           |  |
| Scribe                        |  |
|                               |  |



## Safety Team

Describe: Floor Wardens / Shift Supervisors / Tenant Name /

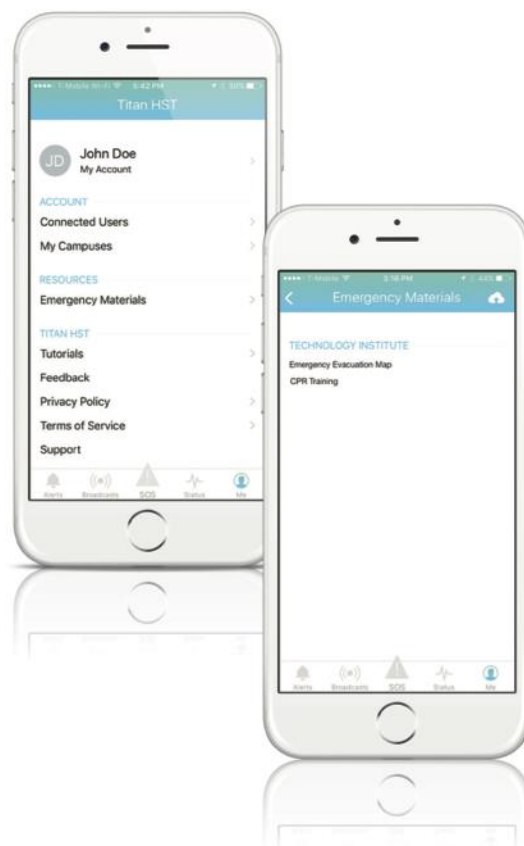
(Family Relatives) <Your vernacular>

|                             |  |
|-----------------------------|--|
| A Team Leader<br>Describe:  |  |
| Scribe                      |  |
|                             |  |
| B Team Leader<br>Describe:  |  |
| Scribe                      |  |
|                             |  |
| C Team Leader<br>Describe:  |  |
| Scribe                      |  |
|                             |  |
| D Team Leader<br>Describe:  |  |
| Scribe                      |  |
|                             |  |
| E Team Leader:<br>Describe: |  |
| Scribe                      |  |
|                             |  |
| F Team Leader<br>Describe:  |  |
| Scribe                      |  |
|                             |  |
| G Team Leader<br>Describe:  |  |
| Scribe                      |  |
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|                             |  |

## Emergency Planning – B- March

1. Types of emergencies
2. Roles and Responsibilities
3. Personnel
4. Emergency Ops Plan
5. Potential Leaders
6. Business Leaders
7. Utilities
8. The PUBLIC
9. Community Organizations
10. Types of Emergency
11. Types of Emergencies
12. Local Hazard
13. IT
14. Infrastructure damage
15. Hazard/Structure ID
16. Hazards from business structures
17. Before the emergency
18. Local Hazards
19. Situational Awareness
20. Sheltering in place
21. Develop a disaster plan
22. Escape Planning
23. Emergency Prep
24. Mitigation
25. Fortifying business
26. Get involved
27. Personal Protective Devices
28. Protection for disaster workers
29. Additional Training







View your Emergency Materials  
and learn more about yourself  
and Titan HST by selecting the Me Tab.



BEGIN MODULE 2 – Emergency  
Planning

Take Unit Test

|   |  |
|---|--|
| EMERGENCY PLANNING (Notes)  |  |
| What kinds of emergencies might you encounter?                            | Who is on your Safety Team?                                    |
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| Who are your key personnel for emergency management?                      | Who are key emergency managers per shift?                      |
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| What Utilities are on site?   | Can your IT system be taken offline and reactivated elsewhere? |
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| Where is your Emergency Action Plan?                                      | What documents should be uploaded?                             |
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|   |  |
| SAFETY COMMITTEE  |  |
| <input type="checkbox"/> Assign Emergency Action Plan template completion |  |
| <input type="checkbox"/> Review Action Plan                               |  |
| <input type="checkbox"/> Upload Action Plan                               |  |
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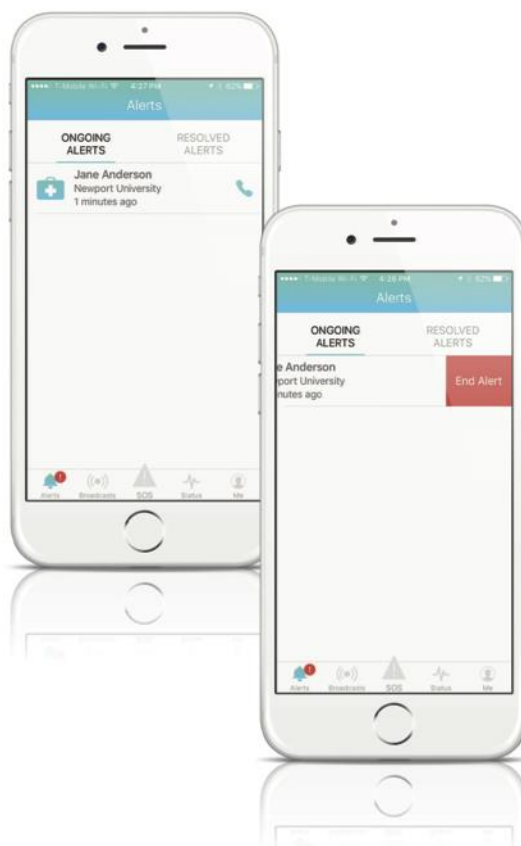
|  |  |
|--|--|
| <h2>Medical Triage – B3 - April</h2> <ol style="list-style-type: none"> <li>1. More training needed</li> <li>2. Quick Action</li> <li>3. S-T-A-R-T</li> <li>4. Identify Killers</li> <li>5. Approaching a victim</li> <li>6. Open Airway</li> <li>7. Types of bleeding</li> <li>8. Control bleeding</li> <li>9. Shock</li> <li>10. Mass Casualty</li> <li>11. Triage</li> <li>12. Rescuer Safety</li> <li>13. Triage Pitfalls</li> </ol> | <div> <div>Titan HST Application</div> <div>Review Emergency Documents</div> </div> <div> Identify maps of facility for upload <ul style="list-style-type: none"> <li>- AED</li> <li>- First Aid Station</li> <li>- Nurse Station</li> <li>- Location for Urgent Care</li> <li>- Contact info of trained people</li> </ul> </div> <div>  </div> <hr/> <p>Connect with family and friends, view the organizations you are a part of, view emergency documentation, watch tutorials, read legal jargon, and connect with Titan HST support.</p> <p><b>Connected Users:</b> View your connected family members and send invites via email and accept or deny pending invites.</p> <p><b>My Campuses:</b> View your existing campus memberships and your role type.</p> <p><b>Emergency Materials:</b> View and upload your organization's emergency documentation.</p> <p><b>Tutorials:</b> Watch Titan HST tutorial videos.</p> <p><b>Feedback:</b> Email us your feedback and questions.</p> <p><b>Privacy Policy &amp; Terms of Service:</b> If you're bored, read some really expensive legal jargon drafted by our attorneys.</p> <p><b>Support:</b> Email or Call Us.</p> <p><b>Logout:</b> We think this one is self-explanatory.</p> <div>  Alerts  Broadcasts  SOS  Status  Me </div> |
| BEGIN MODULE 3 – Medical Triage  | Take Unit Test   |

| MEDICAL TRIAGE (notes)  |                            |
|---|----------------------------|
| Who on staff is trained in First Aid?                                     | Who has advanced training? |
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| SAFETY TEAM   |                            |
| <input type="checkbox"/> Train team members                               |                            |
| <input type="checkbox"/> Insure each team has access to first aid station |                            |
| <input type="checkbox"/>  |                            |
|   |                            |
|   |                            |
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|   |                            |

## Fire Safety – B4 - May

1. What is your role?
2. Priorities
3. Fire Triangle
4. Five classes of fire
5. Reducing electrical hazards
6. Electrical emergencies
7. Shutoff procedures
8. Natural Gas
9. L-I-E-S Storage Procedures
10. Size-up
11. Resources
12. Extinguishers
13. Ratings
14. Testing extinguisher
15. Standpipes
16. Employee safety
17. DO NOTs
18. Hazardous Materials
19. Placards

Active and Resolved Alerts  
are displayed in the Alert Tab.



- Review Tutorials, Sending an Alert (CALL FOR HELP)
- One button; multiple customizable icons:
  - Medical, Fire, Personnel, etc.
- Specific location accuracy
- Identified Managers instantly notified
- Open communications with managers:
  - Text, Video, Phone
- Information captured for
- Event debrief

BEGIN MODULE 4 – Fire Safety

Take Unit Test

|   |  |
|---|--|
| FIRE SAFETY (Notes)   |  |
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| SAFETY TEAM   |  |
| <input type="checkbox"/> Insure maps of fire extinguishers uploaded |  |
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## Searching B5- June

1. Safety
2. Size-up
3. Three operations
4. Decisions
5. Goals
6. Effectiveness
7. Gather Facts
8. Assess Damage
9. Light Damage
10. Moderate Damage
11. Heavy Damage
12. Consider Probabilities
13. Assess
14. Resources
15. Priorities
16. Make Decisions
17. Develop plans
18. Take Action
19. Evaluate Progress
20. Safety considerations
21. Structural voids
22. Individual voids
23. Search marking
24. Methodology
25. Triangulation
26. Documentation
27. Exterior search
28. Rescue ops
29. Creating safe environment
30. Minimize risk
31. Proper lifting
32. Leveraging/cribbing
33. Extrication

Titan HST Application  
Review tutorial of Population Status Request

During or immediately after large-scale Event:

One button POPULATION REQUEST

Each team member is prompted to respond:

Safe or Unsafe

Onsite or off

NO TRACKING OF PHONES UNLESS/UNTIL  
MEMBER RESPONDS

Visual report of green icons (safe) and  
red icons (unsafe)

Members identified by name

Horizontal and Vertical

Manager can open direct communications by  
clicking on icons







Community Safety Status requests  
can be sent and reviewed  
from the Status Tab.



BEGIN MODULE 5 – Search and Rescue

Take Unit Test



|  |   |  |
|--|---|--|
| SEARCH (notes)   | <div style="text-align: right;"> <h1>STATUS </h1> </div> <hr/> <p><b>Send a Safety Status Request</b> by selecting the Send Status Request button.</p> <p><b>View user location and status</b> by selecting Active and choosing one of the users that appears on your list. You will be taken to a map view and can toggle among Standard, Hybrid, or Augmented Reality.</p> <p>If there is an active Safety Status Request, you will see a red badge over the status tab. If you need to respond to a Safety Status Request, there will be a red badge over the pulse icon in the top left corner of your screen. To respond, tap on the icon and select your safety status.</p> <p><b>End or Resend a Safety Status Request</b>, by swiping your Active site to the left and choosing the applicable button.</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;"> <br/>Alerts         </div> <div style="text-align: center;"> <br/>Broadcasts         </div> <div style="text-align: center;"> <br/>SOS         </div> <div style="text-align: center;"> <br/>Status         </div> <div style="text-align: center;"> <br/>Me         </div> </div> |  |
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| SAFETY TEAM  |   |  |
| <input type="checkbox"/> Manage all employees/families                     |   |  |
| <input type="checkbox"/> Have each team evaluate specific area for hazards |   |  |
|  |   |  |
|  |   |  |

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|--|----------------|
| <b>Psychology B6</b> <ol style="list-style-type: none"> <li>1. Emotional environment</li> <li>2. Personal losses</li> <li>3. Symptoms</li> <li>4. Physiological symptoms</li> <li>5. Team well-being</li> <li>6. Reduce stress</li> <li>7. Take care of yourself</li> <li>8. Leadership in stress reduction</li> <li>9. Incident debriefing</li> <li>10. Phases of a crisis</li> <li>11. Effects of stress</li> <li>12. Mediating factors</li> <li>13. Stabilizing victims</li> <li>14. Empathetic listener</li> <li>15. Avoid...</li> </ol> |                |
|  |                |
| BEGIN MODULE 6 – Psychology  | Take Unit Test |
|  |                |
|  |                |
|  |                |
|  |                |
|  |                |

[illegible]

## Terrorism – B7 - Terrorism

1. What is terrorism
2. Terrorist goals
3. Targets
4. Weapons
5. Chemical weapons
6. Biological
7. Radiological
8. Nuclear
9. Hi-yield
10. Assessing risk
11. Eight signs of terrorism
12. During an attack
13. C-B-R-N-E
14. Physical signs
15. Preparation
16. Shelter in place
17. Decontamination
18. Treating others
19. Professionals



**Select your alert type** and press send. Your designated administrators and emergency personnel can view where your alert is coming from and your alert type. You can select chat, audio, and video to communicate with one another.

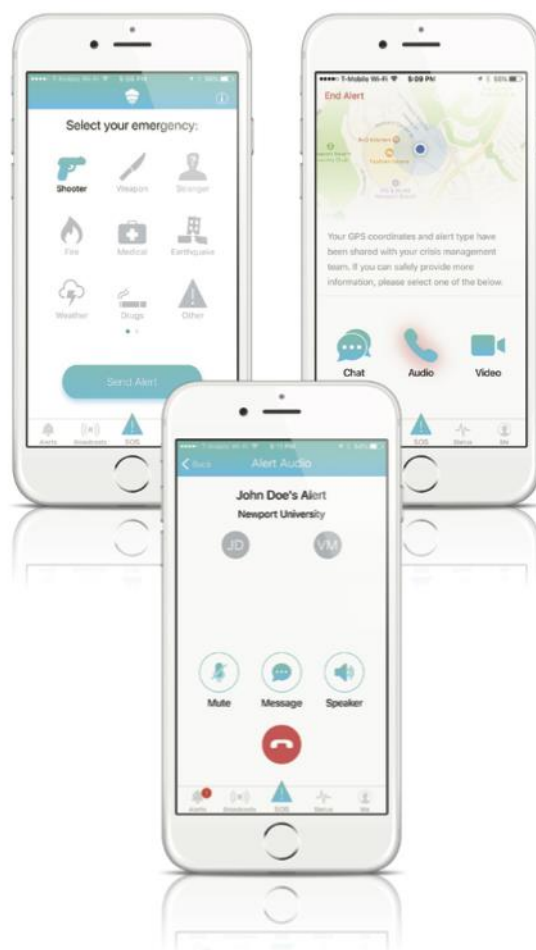
If the phone is flashing red, it means there is an active call. When multiple users are on a call, each person's initials will appear on the screen.

If video is flashing red, it means there is a live video stream.

**To end your own alert**, select End Alert from top right screen pictured here. As an administrator, you will be able to view your resolved alert for 90 days. \*Please note, non-admin users will not be able to view their own resolved alerts once they have ended.



**Send Emergency Alerts  
to your organization's designated  
Emergency Personnel from the SOS Tab.**



**BEGIN MODULE 7 – Terrorism**

**Take Unit Test**

[illegible]

|   |   |
|---|---|
| <b>Civilian Response Strategies to Active Shooter B8 - August</b> <ol style="list-style-type: none"><li>1. Definition</li><li>2. Active Shooter video</li><li>3. Past incidents</li><li>4. Past studies</li><li>5. Changing the mindset</li><li>6. Survival mindset</li><li>7. Fight or Flight'</li><li>8. O-O-D-A Loop</li><li>9. Run</li><li>10. Hide</li><li>11. Fight/Act</li></ol> | <b>Titan HST Application</b> <ul style="list-style-type: none"><li>• One button sends Lockdown alert to entire facility.</li><li>• NOT ANONYMOUS! Management knows who and where sender is located.</li></ul> |
|   | <b>Find Youtube Video:</b><br><br><b>RUN HIDE FIGHT</b>   |
| <b>BEGIN MODULE 8 – Strategies</b>  | <b>Take Unit Test</b>   |

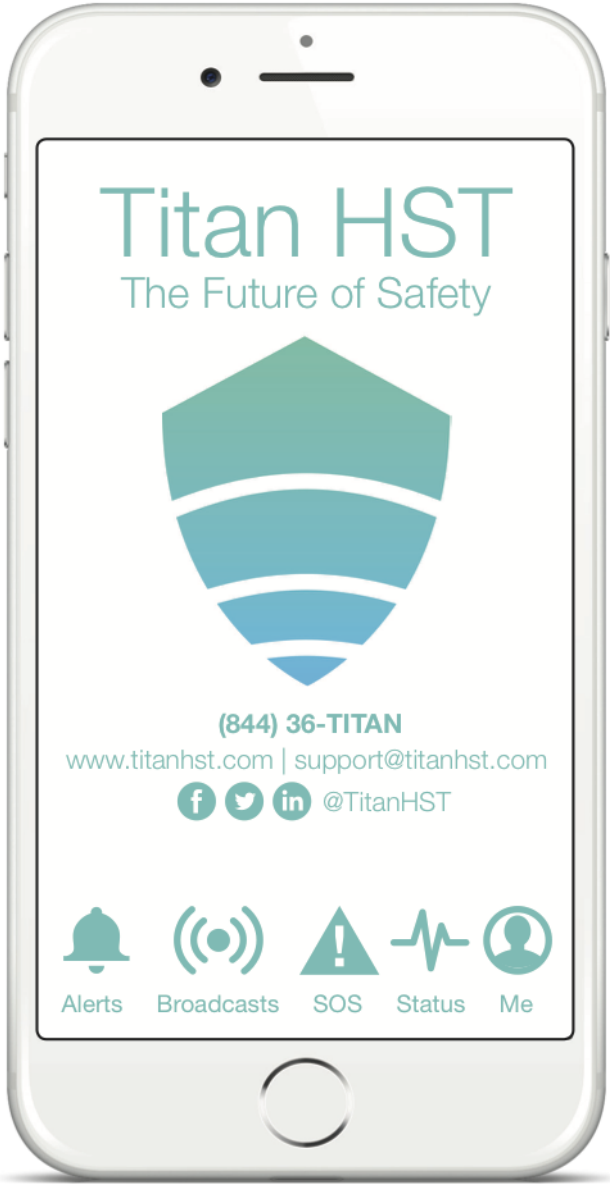


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|   |  |
|---|--|
| <p>Family Preparedness – B9 -<br/>September</p> <ol style="list-style-type: none"><li>1. Elements of an emergency</li><li>2. Evaluate home</li><li>3. Hazards in the home</li><li>4. Shut off locations</li><li>5. Before an emergency</li><li>6. Emergency plan</li><li>7. E-D-I-T-H</li><li>8. Floor plan</li><li>9. Outside meeting place</li><li>10. Practice</li><li>11. Test doors</li><li>12. Shelter in place</li><li>13. Getting out</li><li>14. Once out / Stay out</li><li>15. Smoke alarms</li><li>16. Sprinklers</li></ol> | <p>Titan HST Application</p> <p>Texting Alerts</p> |
|   |  |
| BEGIN MODULE 9 – Incident Command System  | Take Unit Test                                     |



[illegible]

|   |   |
|---|---|
| <p><b>Implementation – B10 October</b></p> <ol style="list-style-type: none"> <li>1. Incident Command System</li> <li>2. Emergency Preparedness</li> <li>3. Triage</li> <li>4. Fire Safety</li> <li>5. Equipment</li> <li>6. Searching for people</li> <li>7. Psychology</li> <li>8. Terrorism</li> <li>9. Active Shooter</li> <li>10. Family</li> <li>11. Water</li> <li>12. Build a team</li> <li>13. Tabletop Exercises</li> <li>14. Continuing Education</li> <li>15. Insurance</li> <li>16. Identify Risks</li> <li>17. Business as Usual Planning</li> <li>18. Key Personnel Training</li> <li>19. Data Security and Backup</li> <li>20. Emergency Contacts Table</li> <li>21. Emergency Procedures</li> <li>22. Drills</li> <li>23. Reimbursement</li> <li>24. Supply Chain</li> </ol> | <p>Titan HST Application</p> <p>Company IIPP Uploaded</p>  <p>The image shows a smartphone displaying the Titan HST application interface. At the top, it says 'Titan HST' and 'The Future of Safety'. Below this is a large shield icon with horizontal stripes. Under the shield, it displays the phone number '(844) 36-TITAN', the website 'www.titanhst.com', and the email 'support@titanhst.com'. There are also social media icons for Facebook, Twitter, and LinkedIn, followed by '@TitanHST'. At the bottom of the screen, there are five icons with labels: a bell for 'Alerts', a signal tower for 'Broadcasts', a triangle with an exclamation mark for 'SOS', a heart rate line for 'Status', and a person icon for 'Me'.</p> |
| <p>BEGIN MODULE 10 – Implementation</p>   | <p>Take Unit Test</p>   |



|  |                |
|--|----------------|
| <h2 style="color: #4F81BD;">Become Company Certified – B11</h2> <ol style="list-style-type: none"> <li>1. Does your company have a designated or certified Emergency Management Team?</li> <li>2. Does your company have designated personnel trained in simple firefighting concepts if first responders are delayed?</li> <li>3. Does your company have a plan to safely shelter personnel in place if they are unable to leave the facility?</li> <li>4. Does your company have personnel identified who have undertaken first aid / CPR / AED training?</li> <li>5. Does your company have equipment and personnel trained to cordon off a dangerous part of your facility to keep people safe if first responders are delayed?</li> <li>6. Does your company have redundant Emergency Managers per shift?</li> <li>7. Does your company have emergency lighting to handle overnight shelter and searching for people?</li> <li>8. Does your company have security provisions if power is interrupted?</li> <li>9. Have your company emergency employees made provision to take care of their families at home so that they can be focused on assisting at your facility?</li> <li>10. Has your company developed a plan for involving all personnel and vendors in a comprehensive recovery plan?</li> <li>11. Does your company have utilities feeding the facility identified for proper shutdown in case of an emergency?</li> <li>12. Does your company have an ability to identify all individuals on site for accountability in case of any emergency?</li> <li>13. Does your company have its supply chain documented?</li> <li>14. Does each company identified in the supply chain have an emergency plan that is able to address your company's needs in any emergency?</li> <li>15. In your company, are emergency drills conducted without notice, and including all personnel (including key persons)?</li> <li>16. In your company, do any emergency drills include unusual inject situations that compound the situation causing a higher level of thinking and participation by those potentially involved?</li> <li>17. Does your company conduct regular table-top exercises at business meetings?</li> <li>18. Does your company incorporate a culture of emergency planning to regular operations?</li> <li>19. Does your company have a relationship with local first responders and community emergency organizations?</li> <li>20. Does your company have a specific, tested recovery plan to retrieve and activate all records, including the computer programs necessary to active them, within 24-hours of an emergency?</li> </ol> |                |
| BEGIN MODULE 10 – Implementation   | Take Unit Test |

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[illegible]

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## Two-day Hybrid Safety Team Training Agenda

### DAY -1-

|       |       |                        |
|-------|-------|------------------------|
| 7:45  | 8:10  | P- Load App            |
| 8:10  | 8:20  | B0 - Intro             |
| 8:20  | 8:30  | IIPP Module            |
| 8:30  | 8:40  | APP Module             |
| 8:40  | 9:00  | B1 - ICS               |
| 9:00  | 9:05  | P - Alerts             |
| 9:05  | 9:15  | P - ICS 214            |
| 9:15  | 9:45  | B2 - Emergency Prep.   |
| 9:45  | 9:50  | Break                  |
| 9:55  | 10:00 | P A7 - Equipment       |
| 10:00 | 10:10 | P - Equipment          |
| 10:10 | 10:40 | B3 - Medical           |
| 10:45 | 11:15 | B5 - SAR               |
| 11:15 | 11:20 | A4 - Population Status |
| 11:20 | 11:55 | Lunch                  |
| 11:55 | 12:40 | P -SAR Exercise        |
| 12:40 | 1:00  | Questions / Follow up  |
| 1:00  | 1:45  | Tests / Evaluations    |

### DAY -2-

|       |       |   |
|-------|-------|---|
| 7:45  | 8:15  | Questions                               |
| 8:15  | 8:35  | B6 - Psychology                         |
| 8:30  | 8:45  | P - Psychology                          |
| 8:45  | 9:10  | B4 Fire Safety                          |
| 9:10  | 9:15  | P A3 - Broadcast                        |
| 9:15  | 9:45  | P - Fire Safety                         |
| 9:45  | 9:55  | Break                                   |
| 10:00 | 10:05 | I4 Hazard Assessment                    |
| 10:05 | 10:10 | I5 - Hazard Correction                  |
| 10:10 | 10:15 | I6 - Investigations                     |
| 10:00 | 10:05 | Run Hide Fight                          |
| 10:05 | 10:30 | B8 - Active Shooter                     |
| 10:30 | 10:35 | A5 - Lockdown                           |
| 10:35 | 11:30 | P- walk Facility                        |
| 11:30 | 11:50 | B10 - Implementation                    |
| 11:50 | 11:55 | I8 Recordkeeping                        |
| 12:00 | 12:30 | Lunch                                   |
| 12:30 | 12:45 | A1 - Emergency Action Plan              |
| 12:45 | 1:15  | Questions / Follow Up                   |
| 1:15  | 1:45  | Tests / Evaluations                     |
| 1:45  | ?     | P- Implementation plan in your facility |

P- Practical Exercises/Discussions

### BERT COURSE

|     |                         |
|-----|-------------------------|
| B0  | Introduction            |
| B1  | ICS                     |
| B2  | Emergency Prep          |
| B3  | Triage                  |
| B4  | Fire Safety             |
| B5  | SAR Search & Rescue     |
| B6  | Psychology              |
| B7  | Terrorism *             |
| B8  | Active Shooter Response |
| B9  | Family Prep *           |
| B10 | Implementation          |

### IIPP

|    |                       |
|----|-----------------------|
| I1 | Management Commitment |
| I2 | Safety Communications |
| I3 | Employee Compliance   |
| I4 | Hazard Assessment     |
| I5 | Hazard Correction     |
| I6 | Investigations        |
| I7 | Training              |
| I8 | Recordkeeping         |

### APPLICATION

|    |                   |
|----|-------------------|
| A1 | PDFs / EAP        |
| A2 | Alerts            |
| A3 | Broadcast         |
| A4 | Population Status |
| A5 | Lockdown          |
| A6 | Screenshots       |
| A7 | Equipment         |

### Homework Modules

|     |              |
|-----|--------------|
| B0  | Introduction |
| B7  | Terrorism    |
| B9  | Family Prep  |
| B11 | IIPP         |

|   |  |                             |
|---|--|-----------------------------|
| 0—GAO Evaluation                                    | 0— Barney Fife or Ricky Rescue                   | 0— Phases of an Emergency   |
| 0—Comp.CERT & BERT                                  | 1— Accountability                                | 0—FEMA Statistics           |
| 1 —FEMA & Ins. documentation                        | 1— Worker Safety & Leadership                    |                             |
| 1 — Resource Management                             | 1— Dealing with the Media                        |                             |
| 1— Mobilization                                     | 1— If you didn't write it down, it didn't happen |                             |
| 2— Employee and supply chain involvement            | 2— Everyone Involved                             |                             |
| 1— Constant Communications                          | 1— ICS Form 214                                  |                             |
| 1— Identify Scope of Emergency                      | 2— Lines of authority                            |                             |
| 2— Government –v– Private Responsibility            | 2— Local involvement                             |                             |
| 2— Resource identification                          | 2— Identify threats                              |                             |
| 2— Differences: Natural/ Technological/ Intentional | 2— Fixture hazards                               |                             |
| 2- Workplace & Home Preparedness                    | 2- Hygiene                                       |                             |
| 2- Situational Assessment                           | 2- Sheltering                                    |                             |
| 2- Real Escape planning                             | 2- Mitigation                                    |                             |
| 3- Situational Awareness                            | 3- Triage  |                             |
| 3- ABC: Airway / Breathing / Control Bleeding/Shock | 3- Types of bleeding                             |                             |
| 3- ST-ART: Simple Triage – And Rapid Treatment      | 3- Three Killers                                 |                             |
| 3- Symptoms of Shock                                | 3- Aware of Situation                            |                             |
| 3- Indecisiveness                                   | 3- Control                                       |                             |
| 4- Classes of Fire                                  | 4- Natural Gas                                   |                             |
| 4- Pre-Locate Shutoffs                              | 4- Identify Resources                            |                             |
| 4- Buddy system & communications                    | 4- P.A.S.S                                       |                             |
| 4- Don't become part of the problem                 | 4- Hazmat Signs                                  |                             |
| 5- Greatest good for greatest number                | 5- Rescuer safety                                |                             |
| 5- Rescuer & Victim safety                          | 5- Size-up                                       |                             |
| 5- Assess & Communicate Damage                      | 5- Prioritize                                    |                             |
| 5- Make informed decisions                          | 5- Voids   |                             |
| 5- Environmental protection                         | 5- Safety  |                             |
| 6- Emotional Environment                            | 6- Care for self                                 |                             |
| 6- Psychological Symptoms                           | 6 Reduce Stress                                  |                             |
| 6- Communicate Communicate                          | 6- Mediating Factors                             |                             |
| 6- Traumatic Stress                                 | 7- Definitions                                   |                             |
| 6- Managing the death scene                         | 7- Terrorist Goals                               |                             |
| 7- Typical targets                                  | 7- Weapons                                       |                             |
| 7- High Yield Explosives                            | 7- Risk Assessment                               | 7- Biological Attacks       |
| 7- Preparing for potential attack                   | 7- Shelter in place                              | 7- Treating others          |
| 7- How will first responders react                  | 8- Definition                                    | 8- Active Shooter History   |
| 8- Survival Mindset                                 | 8- What to expect                                | 8- Fight or Flight          |
| 8- Identify the threat                              | 8- Run – Hide - Fight                            | 8- Take Action              |
| 8- Deter / Detect / Delay / Defeat                  | 8- Commit  | 9- Elements                 |
| 9- Evaluate your home                               | 9- Hazards                                       | 9- Shutoffs                 |
| 9- Emergency Preparation                            | 9- Floor Plan                                    | 9- Meeting place identified |
| 9- EDITH: Exit Drills in the Home                   | 9- Steps for Success                             | 9- One out / Stay out       |
| 10- Specific Steps for Implementation               | Do Something; do not become part of the problem  |                             |

## MODULES

### 0— Introduction

### 1— Incident Command System

### 2— Preparedness

### 3— Triage

### 4— Fire Safety

### 5— Searching

### 6— Psychology

### 7— Terrorism

### 8— Active Shooter

### 9— Family Safety

### 10— Implementation



## Safety Team Agenda / Minutes Template

MONTH:

Date: \_\_\_\_\_

Lead by:

Attendees:

1. Other Business:
2. New Incident Reports
  - a. Submitted:
  - b. Near Misses:
  - c. Good Jobs:
3. Open Incident Reports:
4. Resolved Incident Reports:
5. Training completed by Department/Division
  - a. Tailgate:
  - b. Formal:
6. Training planned by Department/Division:
7. Employee discipline:
8. Employee recognition:

9. BERT Refresher Training Module by month

- a. January – Safety Planning / Review – Extended Retreat | APP Downloading
  - i. Is the App downloaded?
  - ii. Have you set up a hierarchy for notifications?
- b. February - ICS | App: Sending/Receiving Broadcast
  - i. .Does your company have a designated or certified Emergency Management Team?
  - ii. .Have you completed your facility ICS Roster?
  - iii. .Does your company have redundant Emergency Managers per shift?
  - iv. Have you reviewed App Broadcast tutorials?
  - v. Have you attempted a Broadcast message?
- c. March - Emergency Planning | App: Complete/ Upload Facility Emergency Action Plan (FEAP)
  - i. .Does your company have a plan to safely shelter personnel in place if they are unable to leave the facility?
  - ii. .Does your company have utilities feeding the facility identified for proper shutdown in case of an emergency?
  - iii. .Does your company have a relationship with local first responders and community emergency organizations?
  - iv. APP: Have your emergency materials been identified?
  - v. Is there a schedule for uploading them?
- d. April - Medical Triage (April) | App: Review Emergency PDFs
  - i. .Does your company have personnel identified who have undertaken first aid / CPR / AED training?
  - ii. .Does your company conduct regular table-top exercises at business meetings?
  - iii. APP: have Maps been identified for upload.
- e. May - Fire Safety | App: Sending Alert
  - i. .Does your company have designated personnel trained in simple firefighting concepts if first responders are delayed?
  - ii. Does your company have security provisions if power is interrupted?
  - iii. .Does your company have a specific, tested recovery plan to retrieve and activate all records, including the computer programs necessary to active them, within 24-hours of an emergency?
  - iv. APP: Have you reviewed the Alerts tutorial?
  - v. APP: Have you tested Alerts?
- f. June - Search & Rescue | App: Population Status
  - i. .Does your company have equipment and personnel trained to cordon off a dangerous part of your facility to keep people safe if first responders are delayed?
  - ii. .Does your company have emergency lighting to handle overnight shelter and searching for people?
  - iii. .Does your company have an ability to identify all individuals on site for accountability in case of any emergency?
  - iv. APP: Have you reviewed Population Status tutorials?
  - v. APP: Have you tested Population Status?
- g. 6- Psychology
  - i. .Does your company have its supply chain documented?
  - ii. .Does each company identified in the supply chain have an emergency plan that is able to address your company's needs in any emergency?
- h. July - 7- Terrorism |
  - i. .Does your company incorporate a culture of emergency planning to regular operations?
  - ii. .Has your company developed a plan for involving all personnel and vendors in a comprehensive recovery plan?
  - iii. APP: Have you reviewed Emergency Alerts tutorial?
  - iv. APP: Have you tested Emergency Alerts with your team?

- i. August - Active Shooter | App: Lockdown
  - i. .In your company, are emergency drills conducted without notice, and including all personnel (including key persons)?
  - ii. .In your company, do any emergency drills include unusual inject situations that compound the situation causing a higher level of thinking and participation by those potentially involved?
  - iii. Have you reviewed RUN-HIDE-Fight video from online?
  - iv. Have you encouraged colleagues, friends and family to watch video?
  - v. APP: Have you reviewed Lockdown Tutorial?
  - vi. APP: have you set Lockdown procedures for your facility?
- j. September - Family Safety | App: Texting alerts
  - i. .Have your company emergency employees made provision to take care of their families at home so that they can be focused on assisting at your facility?
- k. October - Implementation / Overview
- l. IIPP (Throughout)
- m. November - Professional Certifications
- n. December - Equipment & Supplies

## ACTION ITEMS

[illegible]