



IDL Emergency Preparedness and Response Resources

DOCUMENT SUMMARY

Emergency Response and Safety Plans

- Office specific response plans with local emergency phone numbers
- Includes evacuation directions, a building evacuation map, and rally points
- Offices may develop a Safety Plan specific to a possible emergency in their geographic area

Emergency Response Policy

- IDL general expectation of how to respond to common emergencies, such as flooding or hazardous materials release
- How to respond to violence, civil disturbance, bomb threats, or suspicious packages
- Preparing for emergencies (e.g., inspections, drills, first aid kits)

Critical Incident Response Policy and Guide

- A critical incident is outside the normal range of events likely to cause distress or have a strong adverse effect on employees coping with the critical incident (e.g., severe injury or death of a staff member)
- Includes plans for communicating critical incident information in a timely and appropriate way
- How to support employees after the incident

Continuity of Operations Plan (COOP): Mission Essential Functions

- Pursuant to Governor's Executive Order 2022-04
- Sets authorities, succession, essential functions, procedures, and persons responsible to review, organize, and implement the plan
- How IDL will sustain the capability to perform essential functions during and after a disruption in internal operations whether caused by severe weather, other natural or person-made disasters, or malevolent attack
- How IDL will continue to provide essential business functions if one or more offices are lost or made uninhabitable for up to 30 days and beyond

Emergency Operations Plan (EOP): Disaster Response

- Pursuant to Governor's Executive Order 2022-04
- Actions taken directly before, during, or immediately after a disaster
- Establishes a framework for the effective departmental coordination of response and initial recovery activities following large-scale emergencies or disasters affecting the State or smaller-scale emergencies that impact the department's operations
- *Document under development*