

Agency Name

Transit Policies and Procedures

Subject	Emergency Preparedness Plan
Section	Agency Information
Effective Date	
Approved By	
Approval Date	

Purpose

Develop a plan that anticipates potential emergencies and defines how the transit agency will respond.

Definitions

Emergency Preparedness Plan: A course of action developed to mitigate the damage of potential events that could endanger an organization's ability to function.

Procedure

Perform risk assessments for emergency situations such as natural disasters, security breaches, cybercrimes, workplace violence, accidents, and health pandemics. Assess available resources and develop a plan detailing how the transit agency will function during an emergency and which personnel will be responsible for implementing the plan. The plan should provide for the safety of personnel and should include the following topics:

- Communication
 - Emergency contact information
 - Business notification system
- Coordination
 - Evacuation plan
 - Lockdown procedure
- Equipment
 - Emergency supply kits
 - Fire extinguishers
- Education
 - Training
 - Drills

If the transit agency is part of a larger organization, the emergency preparedness plan may tie in with their plan.

Responsibilities

The Transit Director should work with department directors to develop an emergency preparedness plan. The plan should be approved by any applicable governing board.

Example

<https://www.cdc.gov/niosh/docs/2004-101/emrgact/emrgact.pdf>