**Protection Systems**

The following protection systems are in place at :

* Fire Protection System
	+ <Details>
	+ <Plans to maintain and test system>
* Water-level Monitoring System
	+ <Details>
	+ <Plans to maintain and test system>
* Overflow Detection Devices
	+ <Details>
	+ <Plans to maintain and test system>
* Automatic Shutoffs
	+ <Details>
	+ <Plans to maintain and test system>
* Crisis/ emergency Power Generation Systems
	+ <Details>
	+ <Plans to maintain and test system>
* <Other protective system>
	+ <Details>
	+ <Plans to maintain and test system>
* <Other protective system>
	+ <Details>
	+ <Plans to maintain and test system>

**Mitigation**

Upon review of the vulnerability analysis and risk assessment, the following steps should be taken in order to mitigate the chances of an crisis/ emergency evacuation occurring:

* Fire Hazards
	+ Fire safety information will be distributed to employees: how to prevent fires in the workplace, how to contain a fire, how to evacuate the facility and where to report a fire.
	+ Maps of evacuation routes will be posted in prominent places.
	+ Smoke detectors will be checked for proper operation once per month, and batteries will be replaced every six months.
* Hazardous Material Handling
	+ Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, irritants or radioactive. A hazardous material spill or release can pose a risk to life, health or property. An incident may necessitate evacuation of a few people, a section of the facility or the entire surrounding neighborhood.
	+ Identify and label all hazardous materials stored, handled, produced and disposed of by your facility. Follow all government regulations that apply to your facility. Safety Data Sheets (SDS) for all hazardous materials at your location should be stored in a centralized location where all employees have access.
* <Risk mitigation technique>
* <Risk mitigation technique>

**Facility Shutdown**

The Crisis/ emergency Management Group is responsible for controlling all technical aspects of crisis/ emergency response and is the only group with the authority to declare a facility shutdown.

Prior to declaring facility shutdown, the Crisis/ emergency Management Group will investigate all options for reducing production or staffing in order to fit the demands of the current crisis/ emergency situation. If reduction in production or staffing will not be advantageous to operations or will be insufficient in ensuring employee or community safety, the Crisis/ emergency Management Group will declare a facility shutdown and enact the following procedures:

* <Crisis/ emergency shutdown procedure>
* <Crisis/ emergency shutdown procedure>
* <Crisis/ emergency shutdown procedure>
* <Crisis/ emergency shutdown procedure>
* <Crisis/ emergency shutdown procedure>
* <Crisis/ emergency shutdown procedure>
* <Crisis/ emergency shutdown procedure>

**Records Preservation**

Backup data facilities have been identified at the following location:

* <Name of company>
* <Main contact>
* <Phone number>
* <Email address>
* <Street address>
* <City>
* <State>
* <Country>

The identified location of the backup site will be accessible for a minimum period of <Insert period> from initial date of occupancy after disaster declaration. It will be available for 24-hour access and retrieval and be protected by: security, fire suppression, water detectors, heating, air and ventilation.

will have access to the backup site facility within <Number of hours> after notification and guaranteed occupancy shall be at least <Period of time>.

This storage facility will be reviewed for effectiveness annually.

The off-site storage process will include, but is not limited to, the following. All files vital to the operations of will be stored at this backup site.

* Backup tapes – weekly backup tapes of ALL DISK FILES, including mainframe, mid-range, servers and PCs (mandatory and with at least two generations)
* System, program product and in-house developed software manuals and guides
* Legal – copies of contracts, leases, legal and critical correspondences
* Insurance – policies, riders and addendums
* Financial – general and private ledgers, year-end financial statements, tax returns, bank records
* Recovery plans – a complete set
* Assets – complete fixed asset listings
* Referenced items – copies of any item referenced within your recovery team plans
* Floor plans
* Architectural drawings, including mechanical plans
* Photos of facility and various work areas
* Other crucial documents or data critical to the operation of business

**Building Information**

<Building information including blueprints, crisis/ emergency exit routes and neighborhood information>