

Emergency Network Los Angeles

Homeland Security Advisory Levels for Community-Based Organizations

Severe	<ul style="list-style-type: none"> • Complete recommended actions at lower levels. • Listen to radio/TV for current information/instructions. • Be alert to suspicious activity and report it to proper authorities immediately. • Contact agency to determine status of work day. • Adhere to any travel restrictions announced by local governmental authorities. • Be prepared to shelter in place or evacuate if instructed by government authorities. • 100% identification check (i.e.-driver's license) and escort of anyone other than staff. • Work with local community leaders, emergency management, government agencies, community organizations, and utilities to meet immediate community needs. • Determine need to close business based on circumstances and in accordance with written emergency plan. • Be prepared to work with a dispersed or smaller work force. • Ensure mental health counselors available for employees.
High	<ul style="list-style-type: none"> • Complete recommended actions at lower levels. • Be alert to suspicious activity and report it to proper authorities • Check on special needs clients to ensure they are OK; review their plans with them. • Review your disaster plan with all staff. • Ensure communication plan is understood/practiced by all staff. • Exercise caution when traveling. • Have shelter in place materials on hand and review procedures. • Prepare to handle inquiries from clients and media. • Review emergency plans including continuity of operations and media materials on hand. • Determine need to restrict access to business or provide private security firm support. • Contact vendors/suppliers to confirm their emergency response plan procedures.
Elevated	<ul style="list-style-type: none"> • Complete recommended actions at lower levels. • Ensure disaster supplies kit is stocked and ready. • Check and update phone numbers and e-mail addresses in your communication plan. • Develop alternate routes to/from work and practice them. • Contact private security firm for security risk assessment and to determine availability of support/reinforcement. • Contact voluntary organizations you interface with to determine how you can provide assistance in case of emergency.
Guarded	<ul style="list-style-type: none"> • Complete recommended actions at lower level. • Develop emergency communication plan with staff. Establish an alternate meeting place away from work with staff. • Conduct safety training/emergency drills following the agency written emergency plan. • Ensure emergency communication plan updated and needed equipment is purchased. • Dialogue with community leaders, emergency management, government agencies, community organizations and utilities about disaster preparedness. • Ask the local Red Cross chapter to provide a "Terrorism: Preparing for the Unexpected" presentation at your workplace for employees.
Low	<ul style="list-style-type: none"> • Obtain copies of <i>Terrorism: Preparing for the Unexpected</i> and <i>Preparing Your Business for the Unthinkable</i> brochures from Red Cross for internal distribution. brochures <i>Your Family Disaster Plan</i> and <i>Your Family Disaster Supplies Kit</i>. • Use Red Cross <i>Emergency Management Guide for Business and Industry</i> to develop written emergency plans. • Disseminate relevant information to staff. • Ensure staff members take a Red Cross CPR/AED and first aid course. • Develop continuity of operations plan; designate alternate work locations.