MEMORANDUM

To: NFPA Technical Committee on Emergency Management and Business Continuity
From: Yvonne Smith, Project Administrator
Date: June 20, 2014
Subject: NFPA 1600 First Draft TC FINAL Ballot Results (F2015)

According to the final ballot results, all ballot items received the necessary affirmative votes to pass ballot.

35 Members Eligible to Vote
4 Not Returned (DuBose, Kelly, Kuepper, Larkin)
25 Affirmative on All Revisions
3 Affirmative with Comment on one or more Revisions (Anderson, Nelson, Strong)
3 Negative on one or more Revisions (Huff, Nelson, Williams)
0 Abstentions on one or more Revisions

The attached report shows the number of affirmative, negative, and abstaining votes as well as the explanation of the vote for each first revision.

There are two criteria necessary for each first revision to pass ballot: (1) simple majority and (2) affirmative \( \frac{2}{3} \) vote. The mock examples below show how the calculations are determined.

(1) Example for Simple Majority: Assuming there are 20 vote eligible committee members, 11 affirmative votes are required to pass ballot. (Sample calculation: 20 members eligible to vote ÷ 2 = 10 + 1 = 11)

(2) Example for Affirmative \( \frac{2}{3} \): Assuming there are 20 vote eligible committee members and 1 member did not return their ballot and 2 members abstained, the number of affirmative votes required would be 12. (Sample calculation: 20 members eligible to vote – 1 not returned – 2 abstentions = 17 x 0.66 = 11.22 = 12)

As always please feel free to contact me if you have any questions.
Change the term "impact" to "impacts" throughout the document except when the term is used in the phrase "Business Impact Analysis."

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Fri Apr 04 13:56:49 EDT 2014

Committee Statement

Committee Statement: The committee elected to change the term impact to impacts because in case of a disaster or event there is usually more than one event that must be addressed, so making the term impacts would be the most correct term to use.

Response Message:

Ballot Results

☑ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Anderson, Richard R.
No comment
1.2* Purpose.

This standard provides the fundamental criteria to develop, implement, assess, and maintain the program for preparedness including the planning, implementation, assessment, and maintenance of programs for prevention, mitigation, preparedness, response, continuity, and recovery.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 14:07:42 EDT 2014

Committee Statement

Committee Statement: the committee revised the purpose of the document to update and include the material included in PI #3. Preparedness is the summation of the document.

Response Message:
Public Input No. 3-NFPA 1600-2013 [Global Input]

Ballot Results

✓ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Affirmative with Comment

Change to read: This standard provides the minimum requirement of a preparedness program. A preparedness program shall include assessment, planning, implementation and maintenance of the prevention, mitigation, response, continuity components of the program. A "fundamental criteria is foreign" to the intention of an NFPA standard. The re-ordering of assessment etc. is chronologically appropriate.
1.3* Application.
This document shall apply to public, not-for-profit, private, and nonprofit entities and nongovernmental organizations (NGOs) and to private entities.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 14:41:01 EDT 2014

Committee Statement

Committee Statement: Improves readability
Response Message:
Public Input No. 73-NFPA 1600-2014 [Section No. 1.3]

Ballot Results

✔ This item has passed ballot
35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

**Affirmative with Comment**
Anderson, Richard R.
No Comment
3.3.9 Crisis.
An issue, event, or series of events that severely impacts or has the potential to severely impact an entity's operations, reputation, market share, ability to do business, or relationship with key stakeholders.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 15:26:16 EDT 2014

Committee Statement

Committee Statement: Recommend addition of a new definition because the Webster's definition is cursory and not adequate.
Response
Message:
Public Input No. 26-NFPA 1600-2013 [New Section after 3.3.7]

Ballot Results

✓ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Affirmative with Comment

Anderson, Richard R.

Improve upon this definition by addressing delineating smoldering crisis, acute crisis or a chronic crisis. A smoldering crisis is typically detected by abnormalities e.g. signal detection but the public or other stakeholders are unaware of the situation. An acute crisis is obvious, a chronic crisis is an on-going situation that can be re-ignited by media scrutiny. These issues are largely mitigated through an effective crisis communication program however the consequences can be devastating to a company. It is often no always what an entity does about a situation but how they are previewed. The goal is to be effective and be perceived as competent. Competence brings order to chaos.
3.3.12 Disaster/Emergency Management.
An ongoing process to prevent, mitigate, prepare for, respond to, maintain continuity during, and to recover from, an incident that threatens life, property, operations, information, or the environment.

Submitter Information Verification
Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 13:21:45 EDT 2014

Committee Statement
Committee Statement: the committee added the word information to the definition to be consistent through out the document
Response Message:

Ballot Results
✓ This item has passed ballot
35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Anderson, Richard R.
No comment
First Revision No. 16-NFPA 1600-2014 [New Section after 3.3.25]

3.3.1* Access and Functional Needs.
Persons requiring special accommodations because of health, social, economic, or language challenges.

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access_and_functional_annex_material_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 09:19:59 EDT 2014

Committee Statement

Committee Statement: This PI was submitted on behalf of the Special and Functional Needs Task Group, NFPA 1600 2016 Edition.
Chapter 3 does not have a definition for Special and Functional Needs.
The NFPA 1600 Technical Committee formed a Task Group to focus on Special and Functional Needs tasked with submitted recommended changes and addition to address Special and Functional Needs.

Response Message:
Public Input No. 35-NFPA 1600-2013 [New Section after 3.3.25]
Public Input No. 37-NFPA 1600-2013 [New Section after A.3.3.23]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention
Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Anderson, Richard R.
No comment
3.3.28 Supply Chain
A network of individuals, organizations, activities, information, resources, and technology involved in creating and delivering a product or service from supplier to end user.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 15:13:56 EDT 2014

Committee Statement

Committee Statement: Including a definition for supply chain to support existing and new references to supplier risk management.
Response Message: Public Input No. 11-NFPA 1600-2013 [New Section after 3.3.25]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Affirmative with Comment

Anderson, Richard R.

Change to read: A network of individuals, organizations, activities, information, resources, and technology involved in creating and delivering a product or service from the very beginning of the supply chain i.e. the supplier of the raw material to the supplier of the intermediate to the processor to the end user. The intention is to go to the very beginning of the supply chain i.e. the manufacturer of the raw material that goes into the intermediate. As proposed it implies the immediate supplier
First Revision No. 8-NFPA 1600-2014 [Section No. 4.5.2]

4.5.2
The entity shall establish, and maintain, and document a procedure(s) to comply with applicable legislation, policies, regulatory requirements, and directives.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 16:03:46 EDT 2014

Committee Statement

Committee Statement: recommendation from the task group on standards
Response Message:
Public Input No. 58-NFPA 1600-2014 [Section No. 4.5.2]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
29 Affirmative All
2 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Anderson, Richard R.
No comment
Nelson, John Douglas
Note: Text for 4.5.2 in CI has not been updated to include the changes made in this section. Text in Body and Annex C1 should match.
5.1.5*
Crisis management planning shall address issues that threaten the reputation and
the strategic, reputational, and intangible elements of the entity.

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.5.1.5_annex_A_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 14:14:47 EDT 2014

Committee Statement

Committee Statement: the committee added new annex material for this section
Response Message:

Public Input No. 27-NFPA 1600-2013 [New Section after A.5.1.1]

Ballot Results

☑ This item has passed ballot

35 Eligible Voters
4 Not Returned
29 Affirmative All
2 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

**Affirmative with Comment**

Anderson, Richard R.

Change to read: Crisis management planning shall address objective and subjective issues that threaten the reputation and the strategic, reputational, and intangible elements of the entity. Objective: measurable issue $100M financial loss from physical damage subjective loss of perception of competence and integrity

Nelson, John Douglas

Note: The wording at the end of 5.1.5* refers to "intangible elements of the entity". It is not clear what "intangible elements" refers to. If it refers to intangible interests, the wording should be revised. If not, the wording should be clarified.
First Revision No. 13-NFPA 1600-2014 [ Section No. 5.2.2 [Excluding any Sub-Sections] ]

The entity shall identify hazards and monitor those hazards and the likelihood and severity of their occurrence over time.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 21:05:00 EDT 2014

Committee Statement

Committee Statement: The committee added language that the entities should monitor the severity of hazards and their occurrence over time.
Response Message:

Ballot Results

This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Nelson, John Douglas

Note: Text for 5.2.2 in C1 has not been updated to include the changes made in this section. Text in Body and Annex C1 should match. I also recommend the Committee Statement be amended to replace the word “there” with “their.”
First Revision No. 10-NFPA 1600-2014 [Section No. 5.2.2.1]

5.2.2.1*
Hazards to be evaluated shall include the following:

(1) Natural hazards (geologic, meteorologic, geological, meteorological, and biological)
(2) Human-caused events (accidental and intentional)
(3) Technology-caused events (accidental and intentional)

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.5.2.2.1_annex_A_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:                                  
City:                          
State:                          
Zip:                           
Submittal Date:       Tue Mar 25 16:40:33 EDT 2014

Committee Statement

Committee Statement: Corrected spelling and use of words for consistency.
Response Message:
Public Input No. 13-NFPA 1600-2013 [Section No. 5.2.2.1]
Public Input No. 28-NFPA 1600-2013 [Section No. A.5.2.2.1]
Public Input No. 79-NFPA 1600-2014 [Section No. A.5.2.2.1]

Ballot Results

- This item has passed ballot
  - 35 Eligible Voters
  - 4 Not Returned
  - 31 Affirmative All
    - 0 Affirmative with Comments
    - 0 Negative with Comments
    - 0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
5.2.2.2
The vulnerability of people, property, operations, the environment, the entity, and the entity supply chain operations shall be identified, evaluated, and monitored.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 16:42:33 EDT 2014

Committee Statement

Committee Statement: A reference to suppliers has been added to emphasize this critical organizational dependency during this review cycle.
Response Message:

Ballot Results

This item has passed ballot
35 Eligible Voters
4 Not Returned
29 Affirmative All
2 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Affirmative with Comment

Anderson, Richard R.

Change to read: The vulnerability of people, property, operations, the environment, the entity, and the entity supply chain operations shall be identified, assessed and a strategy to prevent, mitigate or prepare shall be developed, implemented and maintained. Assessment embodies identifying and evaluating. Once understanding the vulnerability an action statement needs to provide direction on what to do about it. This change suggests development of a strategy to prevent mitigate or prepare for what has been identified as a vulnerability.

Nelson, John Douglas

Note: Text for 5.2.2.2 in C1 has not been updated to include the changes made in this section. Text in Body and Annex C1 should match.
5.2.4
The risk assessment shall include an analysis of the escalation of impacts over time.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Tue Mar 25 20:43:53 EDT 2014

Committee Statement

Committee Statement: The committee the proposed 5.6 in addressed in resources needs assessment and in similar to incident management. The committee used part of 5.7.2 because the material is also addressed in incident management.

Response Message:
Public Input No. 45-NFPA 1600-2014 [New Section after 5.2]

Ballot Results

☑ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Nelson, John Douglas
Note: The first sentence of Committee Statement makes no sense. It should be revised to clearly state what is meant, or it should be deleted.
5.2.3
The entity shall conduct an analysis of the impacts of the hazards identified in 5.2.2 on the following:

(1) Health and safety of persons in the affected area
(2) Health and safety of personnel responding to the incident
(3) Security of information
(4)* Continuity of operations
(5)* Property, facilities, assets, and critical infrastructure
(6) Delivery of the entity’s services
(7) Supply chain
(8) Environment
(9)* Economic and financial conditions
(10) Regulatory and contractual obligations
(11) Reputation of or confidence in the entity

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 22:01:39 EDT 2014

Committee Statement

Committee Statement: the committee added security information to the list in 5.2.3
Response Message:
Public Input No. 62-NFPA 1600-2014 [New Section after 6.2.4]

Ballot Results

✔ This item has passed ballot
35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

**Not Returned**
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

**Affirmative All**
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

**Affirmative with Comment**
Nelson, John Douglas

Note: Text for 5.2.3 in C1 does not include list item (3) from this entry. Text in Body and Annex C1 should match.
5.3* Business Impact Analysis.

5.3.1 The entity shall conduct a BIA.

5.3.1.1 The BIA shall identify processes that are required for the entity to perform its mission.

5.3.1.2 The BIA shall identify the following components that enable the processes:

1. Personnel
2. Equipment
3. Infrastructure
4. Technology
5. Information
6. Supply Chain

5.3.2 The BIA shall evaluate the potential impact resulting from interruption or disruption of individual functions, processes, and applications, following:

1. Dependencies
2. Single-source and sole-source suppliers
3. Single points of failure
4. Potential qualitative and quantitative impacts from a disruption to the components in 5.3.1.2

5.3.2.1 The BIA shall determine the point in time [recovery time objective (RTO)] when the impacts of the disruption become unacceptable to the entity.

5.3.3 The BIA shall identify those functions, processes, infrastructure, systems, and applications that are critical to the entity and the point in time [recovery time objective (RTO)] when the impact of the interruption or disruption becomes unacceptable to the entity. The acceptable amount of data loss for physical and electronic records to identify the recovery point objective (RPO).

5.3.4 The BIA shall identify dependencies and interdependencies across functions, processes, and applications to determine the potential for compounding impact in the event of an interruption or disruption. Gaps between the RTOs and RPOs and demonstrated capabilities.

5.3.5 The BIA shall evaluate the potential loss of information and the point in time [recovery point objective (RPO)] that defines the potential gap between the last backup of information and the time of the interruption or disruption. Be used in the development of continuity and recovery strategies and plans.

5.3.6
The BIA shall be used in the development of recovery strategies and plans to support the program. Identify critical supply chains, including those exposed to domestic and international risks, and the timeframe within which those operations become critical to the entity.

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3_revised_text_edited.docx</td>
<td></td>
</tr>
<tr>
<td>A.5.3_annex_A_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 21:34:31 EDT 2014

Committee Statement

Committee Statement: The committee revised section 5.3 BIA to improve the usability of the section.

Response Message:

Public Input No. 29-NFPA 1600-2013 [Section No. A.5.3]
Public Input No. 30-NFPA 1600-2013 [Section No. A.5.3]
Public Input No. 49-NFPA 1600-2014 [Section No. 5.3.3]
Public Input No. 50-NFPA 1600-2014 [New Section after 5.3.1]
Public Input No. 51-NFPA 1600-2014 [Section No. 5.3.2]
Public Input No. 52-NFPA 1600-2014 [New Section after 5.3.2]
Public Input No. 53-NFPA 1600-2014 [Section No. 5.3.3]
Public Input No. 54-NFPA 1600-2014 [New Section after 5.3.3]
Public Input No. 55-NFPA 1600-2014 [Section No. 5.3.4]
Public Input No. 56-NFPA 1600-2014 [Section No. 5.3.5]
Public Input No. 57-NFPA 1600-2014 [New Section after 5.3.6]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

**Affirmative All**
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

**Affirmative with Comment**
Nelson, John Douglas

Item 5.3.6 ends with the words "within which those operations become critical to the entity". The word "operations" is not used elsewhere in this section, so "those operations" does not have a clear referent. I recommend replacing "those operations" with "they" so the wording reads "within which they become critical..."
5.3.6
The BIA shall be used in the development of recovery strategies and plans to support the program. Identify critical supply chains, including those exposed to domestic and international risks, and the timeframe within which those operations become critical to the entity.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 08:05:13 EDT 2014

Committee Statement

Committee Statement: A reference to suppliers has been added to emphasize this critical organizational dependency during this review cycle.

Response Message:

Public Input No. 15-NFPA 1600-2013 [New Section after 5.3.6]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
29 Affirmative All
2 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
The requirement that "The BIA shall be used in the development of recovery strategies and plans to support the program. Identify critical supply chains, including those exposed to domestic and international risks, and the time frame within which those operations become critical to the entity," presupposes that interruption in a supply chain is not critical for a finite period of time. An interruption in a supply chain that has been identified as critical should be treated with urgency which triggers a procedure instead of waiting until this magic time period occurs to do anything.

Nelson, John Douglas

Same comment as FR-45 (Section 5.3)
First Revision No. 18-NFPA 1600-2014 [Section No. 6.2.1]

6.2.1*
The entity shall develop a strategy to prevent an incident that threatens life, property, operations, information, and the environment.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 13:20:13 EDT 2014

Committee Statement

Committee Statement:
The committee added information and operations to the section that it is consistent throughout the document
Response Message:
Public Input No. 61-NFPA 1600-2014 [Section No. 6.2.1]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
29 Affirmative All
2 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
The requirement that: "The entity shall develop a strategy to prevent an incident that threatens life, property, operations, information, and the environment." presupposes that there is always a prevention strategy possible. Perhaps there is but they may not be enough resources to develop, implement or maintain it. At some point everyone runs out of money. Change to read: The entity shall assess the feasibility of developing, implementing and maintaining a prevention strategy for an incident that threatens life, property, operations, information, and the environment.

Note: Text for 6.2.1 in C1 does not match the text in this section. Text in Body and Annex C1 should match.
6.4.1*
The entity shall develop a plan and procedures to disseminate information to and respond to requests for information from the following audiences before, during, and after an incident:

(1) Internal audiences, including employees
(2) External audiences, including the media, access and functional needs populations, and other stakeholders

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 09:06:15 EDT 2014

Committee Statement

Committee Statement: This PI was submitted on behalf of the Special and Functional Needs Task Group, NFPA 1600 2016 Edition.

6.4.1 needed correction to adopt the term special and functional needs.

The NFPA 1600 Technical Committee formed a Task Group to focus on Special and Functional Needs tasked with submitted recommended changes and addition to address Special and Functional Needs.

Response Message:

Public Input No. 38-NFPA 1600-2013 [Section No. 6.4.1]

Ballot Results

✅ This item has passed ballot

35 Eligible Voters
4 Not Returned
29 Affirmative All
2 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
Change to read: The entity shall identify hazards and monitor those hazards and the probability and severity of their occurrence. Probability is a more common vernacular than likelihood over time...over what period of time...probability has an established criteria to it.

Note: Text for 6.4.1 (2) in C1 does not match the text in this section. Text in Body and Annex C1 should match.
6.5.5*
Information shall be disseminated through the media, social media, or other means as determined by the entity to be the most effective.

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR17_6.5.5_annex_material_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 09:22:46 EDT 2014

Committee Statement

Committee Statement: The Technical Committee task group on social media believes NFPA 1600 should address social media. It is no longer a "nice to have" but a "need to have".

Response Message:
Public Input No. 17-NFPA 1600-2013 [New Section after 6.5.4]
Public Input No. 18-NFPA 1600-2013 [New Section after A.6.4.2(1)]
Public Input No. 19-NFPA 1600-2013 [New Section after 6.5.4]

Ballot Results

- This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

**Affirmative All**
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

**Affirmative with Comment**
Nelson, John Douglas

*Note: Text for 6.5.5 in C1 does not match the text in this section. Text in Body and Annex C1 should match.*
6.7.3*
The entity shall establish procedures and policies for coordinating prevention, mitigation, preparedness, response, continuity, and recovery activities.

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.6.7.3_annex_A_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Thu Mar 27 09:08:40 EDT 2014

Committee Statement

Committee Statement: The committee added prevention to the section to have that stage included in the phases because Incident Management is used for events before they occur.
Response Message:

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.
**Affirmative All**
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

**Affirmative with Comment**
Nelson, John Douglas

Note: Text for 6.7.3 in C1 does not match the text in this section. Text in body and Annex C1 should match.
6.9 Business Continuity and Recovery.

6.9.1 Continuity.
The continuity plan shall include recovery strategies to maintain critical or time-sensitive functions and processes identified during the business impact analysis.

6.9.1.1 The continuity plan shall include recovery strategies to maintain critical or time-sensitive functions and processes identified during the business impact analysis. Continue critical and time-sensitive processes and provide the technology that supports these processes as identified in the business impact analysis.

6.9.1.2* Continuity plans shall identify and document the following:

1. Stakeholders that need to be notified
2. Processes that must be maintained
3. Roles and responsibilities of the individuals implementing the continuity strategies
4. Procedures for activating the plan, including authority for plan activation
5. Critical and time-sensitive technology, application systems, and information
6. Security of information
7. Alternative work sites
8. Workaround procedures
9. Vital records
10. Contact lists
11. Required personnel
12. Vendors and contractors supporting continuity
13. Resources for continued operations
14. Mutual aid or partnership agreements
15. Activities to return critical and time-sensitive processes to the original state

6.9.1.3 Continuity plans shall be designed to meet the RTO and RPO.

6.9.1.4 Continuity plans shall address supply chain disruption.

6.9.2 Recovery.
The recovery plan shall provide for restoration of functions, services, resources, facilities, programs, and infrastructure.

6.9.2.1
Recovery plans shall provide for restoration of processes, technology, information, services, resources, facilities, programs, and infrastructure.

6.9.2.2*
Recovery plans shall document the following:

1. Damage assessment
2. Coordination of the restoration, rebuilding, and replacement of facilities, infrastructure, materials, equipment, tools, vendors, and suppliers
3. Restoration of the supply chain
4. Continuation of communications with stakeholders
5. Recovery of critical and time-sensitive processes, technology, systems, applications, and information
6. Roles and responsibilities of the individuals implementing the recovery strategies,
7. Internal and external (vendors and contractors) personnel who can support the implementation of recovery strategies and contractual needs
8. Adequate controls to prevent the corruption or unlawful access to the entity’s data during recovery
9. Compliance with regulations that would become applicable during the recovery
10. Maintenance of pre-incident controls

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.9_final_Continuity_and_RecoveryEdited.docx</td>
<td></td>
</tr>
<tr>
<td>A.6.9.2.edited.docx</td>
<td></td>
</tr>
<tr>
<td>A.6.9.3.edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 22:19:41 EDT 2014

Committee Statement

Committee Statement: the committee replaced Section 6.9 with new material and style
Response Message:
Public Input No. 25-NFPA 1600-2013 [New Section after 6.9.2]
Public Input No. 60-NFPA 1600-2014 [New Section after 6.9.3]
Public Input No. 63-NFPA 1600-2014 [New Section after 6.9.3]
Public Input No. 64-NFPA 1600-2014 [Section No. 6.9.3]
Public Input No. 66-NFPA 1600-2014 [New Section after 6.10.3]
Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
29 Affirmative All
2 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscoott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Travers, Joseph Bryan
Williams, Bobby J.
Affirmative with Comment
Anderson, Richard R.
Documenting Damage and following claim procedures
Strong, Brian
Since we already include business continuity in the definition and the word 'business' is included inextricably in the business impact analysis, I am still puzzled why we would omit the word 'business' from this section and replace it with 'continuity'. 
8.3* Design of Exercises and Tests.
Exercises shall be designed to do the following:

(1) Ensure the safety of people, property, operations, and the environment involved in the exercise or test
(2) Evaluate the program
(3) Identify planning and procedural deficiencies
(4) Test or validate recently changed procedures or plans
(5) Clarify roles and responsibilities
(6) Obtain participant feedback and recommendations for program improvement
(7) Measure improvement compared to performance objectives
(8)* Improve coordination among internal and external teams, organizations, and entities
(9) Validate training and education
(10) Increase awareness and understanding of hazards and the potential impact of hazards on the entity
(11) Identify additional resources and assess the capabilities of existing resources, including personnel and equipment needed for effective response and recovery
(12) Assess the ability of the team to identify, assess, and manage an incident
(13) Practice the deployment of teams and resources to manage an incident
(14) Improve individual performance

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.8.3_8_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Thu Mar 27 10:44:14 EDT 2014
Committee Statement: The committee added an annex item for 8.3 (8)

Response Message:
Public Input No. 23-NFPA 1600-2013 [Section No. 8.3]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
9.1.3 The program shall be re-evaluated when a change in any of the following impacts the entity's program:

1. Regulations
2. Hazards and potential impacts
3. Resource availability or capability
4. Entity's organization
5. * Funding changes
6. Infrastructure, including technology environment
7. Economic and geographic stability
8. Entity operations
9. Critical suppliers

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.9.1.3_5_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 13:41:20 EDT 2014

Committee Statement

Committee Statement: Added content to support increased focus on supply chain risk.
Response Message:
Public Input No. 24-NFPA 1600-2013 [Section No. 9.1.3]
Public Input No. 84-NFPA 1600-2014 [Section No. A.9.1.3(5)]

Ballot Results

✔ This item has passed ballot
35 Eligible Voters
4 Not Returned
30 Affirmative All
  1 Affirmative with Comments
  0 Negative with Comments
  0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Nelson, John Douglas

Note: Text for 9.1.3 in Body and Annex C1 do not match. Item (5) in the Body uses the words "Funding changes". C1 uses "Funding". The word "changes" should be deleted from Body. Item (5) in the Body uses (9) "Critical suppliers". Annex C1 uses "Critical suppliers, including second-tier suppliers".
A.1.1
The Emergency Management and Business Continuity community comprises many different entities, including the government at distinct levels (e.g., federal, state/provincial, territorial, tribal aboriginal, indigenous, tribal, and local levels); commercial business and industry; not-for-profit nonprofit and nongovernmental organizations; and individual citizens. Each of these entities has its own focus, unique mission and responsibilities, varied resources and capabilities, and operating principles and procedures.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 16:45:38 EDT 2014

Committee Statement

Committee Statement: the committee approved to including the term aboriginal to the section.
Response Message:

Ballot Results

✔ This item has passed ballot
35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
A.3.3.17 Incident Management System (IMS).
The incident management system is based on effective management characteristics that can be used by the public, private, and not-for-profit nonprofit sectors. For an IMS to work effectively, each management characteristic should contribute to the strength and efficiency of the overall system.

A description of commonly identified management characteristics follows. The following are commonly identified management characteristics:

1. **Common Terminology.** Common terminology allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology is covered in the paragraphs that follow. A.3.3.17(2) through A.3.3.17(12).

2. **Organizational Functions.** Major functions and functional units with domestic incident management responsibilities are named, and defined terminology for the organizational elements involved is standard and consistent. The incident management organization establishes a process for gathering, sharing, and managing incident-related information and intelligence.

3. **Modular Organization.** The organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. Where needed, separate functional elements can be established, each of which can be further subdivided to enhance external organizational management and external coordination.

4. **Comprehensive Resource Management.** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities. Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

5. **Incident Facilities.** Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of objectives, such as decontamination, donated goods processing, mass care, and evacuation. Typical facilities include incident command posts, bases, camps, staging areas, mass casualty triage areas, and other facilities as required.

6. **Management by Objectives.** Management by objectives represents an approach that is communicated throughout the entire organization. This approach includes establishing overarching objectives for the following:

   (a) Developing and issuing assignments, plans, procedures, and protocols

   (b) Establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them in support of defined strategic objectives
(c) Documenting results to measure performance and facilitate corrective action

(7) *Reliance on an Incident Action Plan.* Incident action plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.

(8) *Manageable Span of Control.* Span of control is key to effective and efficient incident management. Although effective span of control varies, the span of incident management supervisory responsibility in the public sector is typically three to seven subordinates. The type of incident, the nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control considerations.

(9) *Integrated Communications.* Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies involved. It is necessary to maintain communications connectivity and discipline and to enable common situational awareness and interaction. Preparedness planning should address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

(10) *Establishment and Transfer of Command.* The command function has to be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene who will be responsible for establishing command. When command is transferred, the process should include a briefing that captures all essential information for continuing safe and effective operations.

(11) *Chain of Command and Unity of Command.* Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels have to be able to control the actions of all personnel under their supervision.

(12) *Unified Command (UC).* In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified command (UC) allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Although a single Incident Commander normally handles the command function, an incident management system (IMS) can be expanded into a UC. The UC is a structure that brings together the incident commanders of all major organizations, which could include personnel from both private, nonprofit, and public sectors involved in the incident, in order to coordinate an effective response while at the same time they carry out their own jurisdictional responsibilities. The UC links the organizations responding to the incident and provides a forum for the entities to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and nongovernment responders blend together throughout the operation to create an integrated response team.

*Common Terminology.* Common terminology allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology is covered in the paragraphs that follow.
**Organizational Functions.** Major functions and functional units with domestic incident management responsibilities are named, and defined terminology for the organizational elements involved is standard and consistent. The incident management organization establishes a process for gathering, sharing, and managing incident-related information and intelligence.

**Modular Organization.** The organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. Where needed, separate functional elements can be established, each of which can be further subdivided to enhance external organizational management and external coordination.

**Comprehensive Resource Management.** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities. Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

**Incident Facilities.** Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of objectives, such as decontamination, donated goods processing, mass care, and evacuation. Typical facilities include incident command posts, bases, camps, staging areas, mass casualty triage areas, and other facilities as required.

**Management by Objectives.** Management by objectives represents an approach that is communicated throughout the entire organization. This approach includes establishing overarching objectives for the following:

- Developing and issuing assignments, plans, procedures, and protocols
- Establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them in support of defined strategic objectives
- Documenting results to measure performance and facilitate corrective action

**Reliance on an Incident Action Plan.** Incident action plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.

**Manageable Span of Control.** Span of control is key to effective and efficient incident management. Although effective span of control varies, the span of incident management supervisory responsibility in the public sector is typically three to seven subordinates. The type of incident, the nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control considerations.

**Integrated Communications.** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies involved. It is necessary to maintain communications connectivity and discipline and to enable common situational awareness and interaction. Preparedness planning should address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.
Establishment and Transfer of Command. The command function has to be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene who will be responsible for establishing command. When command is transferred, the process should include a briefing that captures all essential information for continuing safe and effective operations.

Chain of Command and Unity of Command. Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels have to be able to control the actions of all personnel under their supervision.

Unified Command (UC). In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified command (UC) allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Although a single Incident Commander normally handles the command function, an incident management system (IMS) can be expanded into a UC. The UC is a structure that brings together the incident commanders of all major organizations, which could include personnel from both private and public sectors involved in the incident, in order to coordinate an effective response while at the same time they carry out their own jurisdictional responsibilities. The UC links the organizations responding to the incident and provides a forum for the entities to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and nongovernment responders blend together throughout the operation to create an integrated response team.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 13:43:00 EDT 2014

Committee Statement

Committee Statement: Improve consistency in usage throughout the document
Response Message:
Public Input No. 75-NFPA 1600-2014 [Section No. A.3.3.15]

Ballot Results

✔ This item has passed ballot
35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
A.4.2
It is not the intent of this standard to restrict the users to the title program coordinator. It is recognized that different entities use various forms and names for the person who performs the program coordinator functions identified in the standard. Examples of titles are emergency manager (for the public sector), and business continuity manager (for the private sector and nonprofit sectors). A written position description should be provided.

Certification programs for emergency managers and business continuity professionals can be found in the DRII Professional Practices for Business Continuity Practitioners and through FEMA’s Emergency Management Institute and the Certified Emergency Manager (CEM) program administered by International Association of Emergency Managers (IAEM).

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: [ Not Specified ]
City: [ Not Specified ]
State: [ Not Specified ]
Zip: [ Not Specified ]
Submittal Date: Wed Mar 26 14:09:36 EDT 2014

Committee Statement

Committee Statement: Improve consistency in usage throughout the document
Response Message:
Public Input No. 76-NFPA 1600-2014 [Section No. A.4.2]

Ballot Results

✓ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.  

**Affirmative All**  
Anderson, Richard R.  
Brewster, Pete  
Cuthbert, Andrew E.  
Devine, Matthew  
Gluckman, David  
Hiscott, Jr., David J.  
Huff, Jr., George B.  
Janko, Michael W.  
Katz, Kenneth  
Lankhorst, Dana C.  
Larson, Dean R.  
Lazarus, Ray S.  
Little, Carrie M.  
Loukides, Carey Ann  
Mack, Diane K.  
Medina, Breanna L.  
Morganti, Michael J.  
Mueller, Susana M.  
Mumbach, Jason C.  
Musson, Melvyn  
Nelson, John Douglas  
Newsome, Ashley E.  
Nicoll, Scott R.  
Okolita, Kelley  
Robertson, Jo  
Sarabacha, David M.  
Schmidt, Donald L.  
Stouffer, Virginia  
Strong, Brian  
Travers, Joseph Bryan  
Williams, Bobby J.
A.4.3.3
When the representation on the program committee is being determined, consideration should be given to public sector representation on a private or nonprofit sector committee and vice versa, which will help to establish a coordinated and cooperative approach to the program.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 14:10:03 EDT 2014

Committee Statement

Committee Statement: Improve consistency in usage throughout the document
Response Message:
Public Input No. 77-NFPA 1600-2014 [Section No. A.4.3.3]

Ballot Results

✓ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
A.4.4.1(3)

Industry codes of practices and guidelines and applicable regulations should also be considered. In the particular, applicable building, fire, and electrical codes might include requirements for the design of essential provisions to support emergency management programs. In the private sector, corporate policy might dictate the directives that should be followed.

The entity should consider local cultural and religious customs as well as demographics when developing the program.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Thu Mar 27 10:09:58 EDT 2014

Committee Statement

Committee Statement: Local building, fire and electrical codes may identify specific design requirements for essential services to support emergency management programs. It may not be obvious to all planners that historically these codes have been used in part to plan for emergency events. A clear statement within the annex would guide the reader to the specifics of these codes.

Response Message:

Ballot Results

✓ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
A.4.5.3

If, through exercise or incident analysis, program evaluation, or corrective action, limitations in the necessary laws and applicable authorities are discovered, a formal process should exist to amend them. This procedure should include an understanding of the procedures to influence the necessary changes to applicable legislation, policies, directives, standards, and industry codes of practice.

In the case of private, nonprofit, and public/private entities, consideration should be made for periodic review of existing legislation, regulations, codes, and authorities to determine whether adequate flexibility exists to accommodate evolving programmatic policy or if new legislation should be developed and introduced through a legislative initiative. This is particularly relevant because program requirements change to comply with changing roles and relationships in and among varying levels of government.

For example, the entity might have the appropriate authority to conduct emergency operations but lack authority to take action prior to an event to mitigate the occurrence or the recurrence of an incident. In other cases, additional authorities could be needed to generate the necessary revenue to sustain a viable program or to create a standing contingency fund to adequately support an emergency operation.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 14:10:57 EDT 2014

Committee Statement

Committee Statement: Improve consistency in usage throughout the document
Response Message:
Public Input No. 78-NFPA 1600-2014 [Section No. A.4.5.3]

Ballot Results

✔ This item has passed ballot
35 Eligible Voters

4 Not Returned

31 Affirmative All

0 Affirmative with Comments

0 Negative with Comments

0 Abstention

Not Returned

DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All

Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
### A.5.4.5

Mutual aid/assistance or partnership agreements between entities are an effective means to obtain resources and should be developed whenever possible.

Agreements should be in writing, be reviewed by legal counsel, be signed by a responsible official, define liability, and detail funding and cost arrangements.

The term *mutual aid/assistance agreement*, as used here, includes cooperative assistance agreements, intergovernmental compacts, or other terms commonly used for the sharing of resources. Partnerships can include any combination of public, private, and nonprofit entities or nongovernmental organizations (NGOs).

Mutual aid/assistance and partnership agreements are the means for one entity to provide resources, facilities, services, and other required support to another entity during an incident. Each entity should be party to the agreement with appropriate entities from which they expect to receive or to which they expect to provide assistance during an incident. This would normally include neighboring or nearby entities, as well as relevant private sector and nonprofit entities or NGOs. States should participate in interstate compacts and look to establish intrastate agreements that encompass all local entities. Mutual aid/assistance agreements with nonprofit entities or NGOs, such as the International Red Cross/Red Crescent, can be helpful in facilitating the timely delivery of private assistance.

If mutual aid/assistance is needed, agreements should include the following:

1. Definitions of key terms used in the agreement, including *intellectual property*, *duration of the agreement*, and *duration of assistance*
2. Roles and responsibilities of individual parties
3. Procedures for requesting and providing assistance, including mobilization and demobilization
4. Procedures, authorities, and rules for payment, reimbursement, and allocation of costs
5. Notification procedures
6. Protocols for interoperable communications
7. Relationships with other agreements among entities
8. Workers’ compensation
9. Treatment of liability and immunity
10. Recognition of qualifications and certifications

---

**Submitter Information Verification**
Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 14:26:40 EDT 2014

Committee Statement

Committee Statement: Improve consistency in usage throughout the document
Response Message:
Public Input No. 80-NFPA 1600-2014 [Section No. A.5.4.5]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
 0 Affirmative with Comments
 0 Negative with Comments
 0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
A.6.5.1
The entity should determine warning, notification, and communications needs based on the hazards and potential impacts identified during the risk assessment and the capabilities required to execute response, crisis communications, continuity, and recovery plans, procedures, and public education/emergency information programs.

Warning systems can include fire alarm, emergency voice communication, public address, mass notification, social media, and other systems designed to warn building occupants, people on a campus, or citizens in the community that there is a threat or hazard and to take protective action. Notification systems are used to alert members of response, continuity, and recovery teams as well as external resources (public emergency services), regulators, management, and so forth. Communications needs include two-way radio systems, and wired and wireless voice and data communications, among other systems.
Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
A.6.7.1

An incident management system (IMS) should be used to manage an incident. The system used varies among entities and among jurisdictions within entities. In minor incidents, IMS functions might be handled by one person: the incident commander or equivalent designee.

An example of an effective public sector IMS would be the National Incident Management System (NIMS) used in the United States or its equivalent in other countries. In the Incident Command System (ICS) portion of NIMS, incident management is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration. For private sector or nonprofit entities, it is acceptable for the IMS to be organized in whatever way best fits the organizational structure, as long as it is clear how the entity will coordinate its operations with public sector resources arriving at the incident scene.

Figure A.6.7.1 illustrates private sector functions under the ICS. All positions would not be filled for all incidents. In addition, the number of positions reporting to any supervisor should not exceed the “manageable span of control” within the ICS. The intent of Figure A.6.7.1 is to show how positions for different scenarios would be organized under the ICS. In addition, the figure illustrates that the organization can grow as the scale of the incident and the resources needed to manage the incident expand.

It is common to find that environmental, health, and safety professionals within private industry fill positions, including “Safety Officer,” as well as positions within “Operations.” Public affairs and media relations staff would likely fill the “Public Information” position. Facilities management, engineering, and operations typically staff “Operations” as well. Personnel trained to provide first aid and administer CPR would staff the “Medical” function. Security would fill the “Security” function. Finance staff, including insurance and risk management staff, would likely fill positions under “Finance & Administration.” Supply chain personnel would have the ideal expertise to staff the “Logistics” section. “Planning” could be filled by staff with planning expertise.

It is not the intent that Figure A.6.7.1 suggest that every entity must include all of the functions in its response, continuity, or recovery organization. Each entity is unique and should structure its teams and IMS to best fit its needs. Many of the positions can be combined and filled by a single person.

Figure A.6.7.1 Diagram of Incident Command System.
Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address: [Not Specified]
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 14:37:37 EDT 2014

Committee Statement

Committee Statement: Improve consistency in usage throughout the document
Response Message:
Public Input No. 81-NFPA 1600-2014 [Section No. A.6.7.1]

Ballot Results

✓ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brewster, Pete</td>
</tr>
<tr>
<td>Cuthbert, Andrew E.</td>
</tr>
<tr>
<td>Devine, Matthew</td>
</tr>
<tr>
<td>Gluckman, David</td>
</tr>
<tr>
<td>Hiscott, Jr., David J.</td>
</tr>
<tr>
<td>Huff, Jr., George B.</td>
</tr>
<tr>
<td>Janko, Michael W.</td>
</tr>
<tr>
<td>Katz, Kenneth</td>
</tr>
<tr>
<td>Lankhorst, Dana C.</td>
</tr>
<tr>
<td>Larson, Dean R.</td>
</tr>
<tr>
<td>Lazarus, Ray S.</td>
</tr>
<tr>
<td>Little, Carrie M.</td>
</tr>
<tr>
<td>Loukides, Carey Ann</td>
</tr>
<tr>
<td>Mack, Diane K.</td>
</tr>
<tr>
<td>Medina, Breanna L.</td>
</tr>
<tr>
<td>Morganti, Michael J.</td>
</tr>
<tr>
<td>Mueller, Susana M.</td>
</tr>
<tr>
<td>Mumbach, Jason C.</td>
</tr>
<tr>
<td>Musson, Melvyn</td>
</tr>
<tr>
<td>Nelson, John Douglas</td>
</tr>
<tr>
<td>Newsome, Ashley E.</td>
</tr>
<tr>
<td>Nicoll, Scott R.</td>
</tr>
<tr>
<td>Okolita, Kelley</td>
</tr>
<tr>
<td>Robertson, Jo</td>
</tr>
<tr>
<td>Sarabacha, David M.</td>
</tr>
<tr>
<td>Schmidt, Donald L.</td>
</tr>
<tr>
<td>Stouffer, Virginia</td>
</tr>
<tr>
<td>Strong, Brian</td>
</tr>
<tr>
<td>Travers, Joseph Bryan</td>
</tr>
<tr>
<td>Williams, Bobby J.</td>
</tr>
</tbody>
</table>
A.6.8.2
Protective actions for life safety include evacuation, shelter-in-place, and lockdown and depend upon the nature and location of the threat or hazard. Action should include defining the protocols and procedures for warning people at risk or potentially at risk and with access and functional needs and the actions that should be taken to protect their safety. Special attention might be needed to address the needs of people with access and functional needs (for guidance, see http://www.fema.gov/plan/prepare/specialplans.shtm). Emergency plans should address those who might have additional needs before, during, or after an incident in one or more of the following functional areas:

1. Visually impaired
2. Hearing impaired
3. Mobility impaired
4. Single working parent
5. Language competency
6. People without vehicles
7. People with special dietary needs
8. People with medical conditions
9. People with intellectual disabilities
10. People with dementia

Persons with access and functional needs can include those who reside in institutionalized settings, the elderly, children, and those from diverse cultures who have limited proficiency in the local language.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 14:38:07 EDT 2014

Committee Statement
Committee Statement: This PI was submitted on behalf of the Special and Functional Needs Task Group, NFPA 1600 2016 Edition.

A.6.8.2 needed correction to adopt the term special and functional needs corrected in 6.8.2.

The NFPA 1600 Technical Committee formed a Task Group to focus on Special and Functional Needs tasked with submitted recommended changes and addition to address Special and Functional Needs

Response Message:
Public Input No. 40-NFPA 1600-2013 [Section No. A.6.8.2]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Anderson, Richard R.
  Suggest Dementia be deleted from the list. Dementia is a medical condition and need not be called out specifically
A.7.7
Information that should be included in public outreach and awareness efforts include regulatory disclosures such as those required by the SARA Title III [(Emergency Planning and Community Right-to-Know Act (EPCRA)]), the Community Awareness Emergency Response (CAER), and the Clery Act (universities). Other nonregulatory Nonregulatory examples of awareness that might be included in public education include severe weather outreach and alerts, shelter-in-place, and evacuation.

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 14:41:37 EDT 2014

Committee Statement

Committee Statement: Change to improve clarity for this section
Response Message:
Public Input No. 90-NFPA 1600-2014 [Section No. A.7.7]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Annex B  Program Development Resources

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

B.1 Using the Internet.

The Internet is an invaluable tool that has become a necessity for the program developer, maintainer, and assessor. The content of the NFPA 1600 annexes has changed based on the context of the widespread competence and use of the Internet for research.

The Internet can be a great tool for finding information, but like any tool it must be used wisely and correctly. Because virtually anyone can publish information on the Internet, the information must be used with care. The best advice is to attempt to find the same information from two different web sites (not two different pages on the same web site). It is important to check the date the information was posted. Business continuity and emergency management information has changed drastically in the years since 9/11 and Hurricane Katrina. Though some information does not change, the prudent user of the Internet should check the date to avoid using out-of-date information.

A search engine is an Internet tool that locates web pages and sorts them according to specified key words. As with any tool, it is a good idea to read the directions for each search engine to ensure the best use. The three most common search engines are Google (www.google.com), Yahoo! Search (www.yahoo.com), and Ask.com (www.ask.com). Some search engines are better than others. Often there is a tendency to use Google exclusively. Google is an excellent tool for researching the Internet, but it is not the only search engine.

Search directories are not search engines, and the similarity of the search fields can be misleading. A search directory is an index handpicked by a human. Search engines search a database of the full text of web pages automatically harvested from the web pages available. A search engine uses a somewhat outdated copy of the real web page, not the actual pages. However, search engines produce valuable information and should not be ignored.

The following list is provided as a starting resource for building programs:

- Digital Librarian (www.digital-librarian.com)
- Google (www.directory.google.com)
- Infomine (http://infomine.ucr.edu)
- Internet Public Library (www.ipl.org)
- Open Directory (www.dmoz.org)
- Yahoo search (http://dir.yahoo.com)
- The WWW virtual library (http://vlib.org)
- BUBL Countries Catalogue of Internet resources by country (http://bubl.ac.uk/link/world/index.html)
- InfoPlease Countries of the World (www.infoplease.com/countries.html) (See also under InfoPlease General Information.) This source, as well as similar sources, such as the BBC Country Reports, uses The CIA World Factbook as a source for its information.
The CIA World Factbook, a handbook of economic, political, and geographic intelligence (https://www.cia.gov/library/publications/the-world-factbook/index.html) (Excellent source of country information, including background information on countries not limited to geography, demographics, disaster, economy, political, transportation, and military information. The online version is updated continuously, while the print version is published every year.)

B.2 Web Sites and Documents of Interest.
Web sites are included here as examples of program development resources available on the Internet. Inclusion in this annex does not constitute an endorsement. The user is cautioned that web site addresses change, and a search engine might be needed to locate the correct URL.


Crisis Communications Plan Template (Canadian Centre for Emergency Preparedness): http://www.ccep.ca/templates/ccplan.rtf


Emergency Management Assessment Program (EMAP): http://www.emaponline.org/

Emergency Management Competencies: http://training.fema.gov/EMIWeb/edu/EMCompetencies.asp


Emergency Manager Toolkit (FEMA): http://training.fema.gov/EMIWeb/is/is1Toolkit/unit2.htm

Emergency Program Manager: Knowledge, Skills, and Abilities: http://training.fema.gov/EMIWeb/edu/EmergProgMgr.doe

Enterprise Preparedness (International Center for Enterprise Preparedness): http://www.nyu.edu/intercep

EPA Risk Assessment Portal: http://www.epa.gov/risk/


Hazard Mitigation Planning (FEMA): http://www.fema.gov/plan/mitplanning/index.shtm


Natural Hazards Center, University of Colorado: http://www.colorado.edu/hazards/

New York State Department of Health (EMS) EMS Mutual Aid Planning Guidelines: http://www.health.state.ny.us/nysdoh/ems/policy/89-02.htm


Records Managers (National Archives): http://www.archives.gov/records-mgmt/


Disaster Recovery Planning, University of Toronto: http://www.utoronto.ca/security/documentation/business_continuity/dis_rec_plan.htm


Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Thu Mar 27 10:52:01 EDT 2014

Committee Statement

Committee Statement: The committee decided to delete Annex B because it has out lived its usefulness.
Response Message:

Ballot Results

✔ This item has passed ballot

  35 Eligible Voters
  4 Not Returned
  31 Affirmative All
    0 Affirmative with Comments
    0 Negative with Comments
    0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

**Affirmative All**
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
First Revision No. 55-NFPA 1600-2014 [ New Section after C.1 ]

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR_55_new_form_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Thu Apr 03 09:35:33 EDT 2014

Committee Statement

Committee: Small Entity Task Group NFPA Lite Checklist - Information for Small Entities
Response Message: Public Input No. 34-NFPA 1600-2013 [New Section after C.1]

Ballot Results

✔ This item has passed ballot

35  Eligible Voters
4   Not Returned
30  Affirmative All
   1 Affirmative with Comments
   0 Negative with Comments
   0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Nelson, John Douglas
Recommend changing the wording of Yes/No item in Implementation (Chapter 6) from
question form to statement form, to make it consistent with all other Yes/No items in the
list.
Table B.1 shows a self-assessment tool that is intended to assist entities in determining conformity with the requirements of NFPA 1600. The table includes a list of hazards from Annex A and also repeats text from the body of the standard where needed to make the self-assessment tool more user friendly. Users of this self-assessment tool can indicate conformity, partial conformity, or nonconformity as well as evidence of conformity, corrective action, task assignment, a schedule for action, or other information in the Comments column.

Table B.1 Self-Assessment Tool for Conformity with the 2013 Edition of NFPA 1600
### Chapter 4 Program Management

#### 4.1 Leadership and Commitment.

4.1.1 The entity leadership shall demonstrate commitment to the program to prevent, mitigate the consequences of, prepare for, respond to, maintain continuity during, and recover from incidents.

4.1.2 The leadership commitment shall include the following:
- (1) Support the development, implementation, and maintenance of the program
- (2) Provide necessary resources to support the program
- (3) Ensure the program is reviewed and evaluated as needed to ensure program effectiveness
- (4) Support corrective action to address program deficiencies

4.1.3 The entity shall adhere to policies, execute plans, and follow procedures developed to support the program.

#### 4.2 Program Coordinator.

The program coordinator shall be appointed by the entity's leadership and authorized to develop, implement, administer, evaluate, and maintain the program.

#### 4.3 Program Committee.

4.3.1 A program committee shall be established by the entity in accordance with its policy.

4.3.2 The program committee shall provide input, and/or assist in the coordination of the preparation, development, implementation, evaluation, and maintenance of the program.

4.3.3 The program committee shall include the program coordinator and others who have the expertise, the knowledge of the entity, and the capability to identify resources from all key functional areas within the entity and shall solicit applicable external representation.

#### 4.4 Program Administration.
<table>
<thead>
<tr>
<th><strong>NFPA 1600 Program Elements</strong></th>
<th>Conforming</th>
<th>Nonconforming</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.4.1</strong> The entity shall have a documented program that includes the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Executive policy, including vision, mission statement, roles, and responsibilities, and enabling authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Program scope, goals, performance objectives, and metrics for program evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Applicable authorities, legislation, regulations, and industry codes of practice as required by Section 4.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Program budget and schedule, including milestones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Program plans and procedures that include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Anticipated cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Priority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Resources required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Records management practices as required by Section 4.7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Change management process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.2</strong> The program shall include the requirements specified in Chapters 4 through 9, the scope of which shall be determined through an “all-hazards” approach and the risk assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.4.3</strong> Program requirements shall be applicable to prevention, mitigation, preparedness, response, continuity, and recovery.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.5 Laws and Authorities.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.5.1</strong> The program shall comply with applicable legislation, policies, regulatory requirements, and directives.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.5.2</strong> The entity shall establish and maintain a procedure(s) to comply with applicable legislation, policies, regulatory requirements, and directives.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.5.3</strong> The entity shall implement a strategy for addressing the need for revisions to legislation, regulations, directives, policies, and industry codes of practice.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.6 Finance and Administration.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>4.6.1 The entity shall develop finance and administrative procedures to support the program before, during, and after an incident.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.6.2* There shall be a responsive finance and administrative framework that does the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Complies with the entity's program requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Is uniquely linked to response, continuity, and recovery operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Provides for maximum flexibility to expeditiously request, receive, manage, and apply funds in a nonemergency environment and in emergency situations to ensure the timely delivery of assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.6.3 Procedures shall be created and maintained for expediting fiscal decisions in accordance with established authorization levels, accounting principles, governance requirements, and fiscal policy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.6.4 Finance and administrative procedures shall include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Responsibilities for program finance authority, including reporting relationships to the program coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)* Program procurement procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Payroll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)* Accounting systems to track and document costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Management of funding from external sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Crisis management procedures that coordinate authorization levels and appropriate control measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Documenting financial expenditures incurred as a result of an incident and for compiling claims for future cost recovery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8) Identifying and accessing alternative funding sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9) Managing budgeted and specially appropriated funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.7* Records Management.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>4.7.1</strong> The entity shall develop, implement, and manage a records management program to ensure that records are available to the entity following an incident.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.7.2</strong> The program shall include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Identification of records (hard copy or electronic) vital to continue the operations of the entity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Backup of records on a frequency necessary to meet program goals and objectives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Validation of the integrity of records backup</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Implementation of procedures to store, retrieve, and recover records onsite or offsite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Protection of records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Implementation of a record review process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Procedures coordinating records access</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Chapter 5 Planning**

5.1 Planning and Design Process.

5.1.1* The program shall follow a planning process that develops strategies, plans, and required capabilities to execute the program.

5.1.2 Strategic planning shall define the entity’s vision, mission, and goals of the program.

5.1.3 A risk assessment and business impact analysis (BIA) shall develop information to prepare prevention and mitigation strategies.

5.1.4 A risk assessment, a BIA, and resource needs assessment shall develop information to prepare emergency operations/response, crisis communications, continuity, and recovery plans.

5.1.5 Crisis management planning shall address issues that threaten the strategic, reputational, and intangible elements of the entity.

5.1.6 The entity shall include key stakeholders, such as suppliers, in the planning process.

5.2* Risk Assessment.
<table>
<thead>
<tr>
<th>NFPA 1600 Program Elements</th>
<th>Conforming</th>
<th>Nonconforming</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.1* The entity shall conduct a risk assessment to develop required strategies and plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.2 The entity shall identify hazards and monitor those hazards and the likelihood of occurrence.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.2.1* Hazards to be evaluated shall include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Natural hazards (geological, meteorologic geological, meteorological, and biological)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geologic Geological hazards/risk exposures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Earthquake</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Tsunami</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Volcano</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Landslide, mudslide, subsidence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meteorologic Meteorological hazards/risk exposures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Flood, flash flood, seiche, tidal surge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Water control structure/dam/levee failure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Drought</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Snow, ice, hail, sleet, avalanche, arctic freeze</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Windstorm, tropical cyclone, hurricane, tornado, water spout, dust/sand storm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Extreme temperatures (heat, cold)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Wildland fire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Lightning strikes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Famine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Geomagnetic storm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological hazards/risk exposures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Food-borne illnesses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Pandemic disease (avian flu, H1N1, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Infectious/communicable disease [plague, smallpox, anthrax, West Nile virus, foot and mouth disease, severe acute respiratory syndrome (SARS), BSE (Mad Cow Disease)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Human-caused events (accidental and intentional) Accidental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFPA 1600 Program Elements</td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>– Hazardous material spill or release (explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Nuclear power plant incident, radiological incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Explosion/fire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Transportation accident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Building/structure collapse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Entrapment and or rescue--machinery, confined space, high angle, water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Fuel/resource shortage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Mechanical breakdown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Transportation incidents (motor vehicle, railroad, watercraft, aircraft, pipeline)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Untimely death of employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Supply chain disruptions (from supplier, manufacturing, logistics, information technology and customer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intentional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Strike or labor dispute</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Criminal activity (vandalism, sabotage, arson, robbery, theft, fraud, embezzlement, data theft, malfeasance)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Physical or information security breach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Lost person, child abduction, kidnapping, extortion, hostage incident, workplace/school/university violence, homicide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Product defect or contamination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Disinformation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Harassment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Discrimination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Demonstrations, civil disturbance, public unrest, mass hysteria, riot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Bomb threat, suspicious package</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Terrorism (explosive, chemical, biological, radiological, nuclear, cyber, electromagnetic pulse)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Insurrection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Enemy attack, war</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Arson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td><strong>Conforming</strong></td>
<td><strong>Nonconforming</strong></td>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>(3) Technology-caused events (accidental and intentional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Computer systems (outages, hardware failure, data corruption, deletion, or theft, loss of network connectivity (internet or intranet), loss of electronic data interchange or ecommerce, loss of domain name server (DNS), virus, worm, Trojan horse, power surge, lightning, host site interdependencies, direct physical loss, water damage, cyber terrorism, vulnerability exploitation, botnets, hacking, phishing, spyware, malware, computer fraud, loss of encryption, denial of service, improper system use by employee, telecommunications interruption or failure, internet service provider, electricity brownout or blackout)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Computer software or application interruption, disruption or failure (internal/external)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Loss, corruption, or theft of electronic information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Utility interruption or failure (telecommunications, electrical power, water, gas, steam, HVAC, pollution control system, sewage system, other critical infrastructure)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other hazards/risk exposures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Supply chain interruption (loss of shipping or transportation, vendor failure (single- or sole-source provider)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.2.2.2</strong> The vulnerability of people, property, operations, the environment, and the entity shall be identified, evaluated, and monitored.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.2.3</strong> The entity shall conduct an analysis of the impacts of the hazards identified in 5.2.2 on the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Health and safety of persons in the affected area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Health and safety of personnel responding to the incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)* Continuity of operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)* Property, facilities, assets, and critical infrastructure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Delivery of the entity’s services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>(6) Supply chain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Environment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8)* Economic and financial condition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9) Regulatory and contractual obligations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10) Reputation of or confidence in the entity</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.2.4* The analysis shall evaluate the potential effects of regional, national, or international incidents that could have cascading impacts.

5.2.5 The risk assessment shall evaluate the adequacy of existing prevention and mitigation strategies.

5.3* Business Impact Analysis.

5.3.1 The entity shall conduct a business impact analysis (BIA).

5.3.2 The BIA shall evaluate the potential impacts resulting from interruption or disruption of individual functions, processes, and applications, following: dependencies, single-source and sole-source suppliers, single points of failure, and potential qualitative and quantitative impacts from a disruption to the components in 5.3.1.2.

5.3.3* The BIA shall identify those functions, processes, infrastructure, systems, and applications that are critical to the entity and the point in time (recovery time objective) when the impact of the interruption or disruption becomes unacceptable to the entity, the acceptable amount of data loss for physical and electronic records to identify the recovery point objective (RPO).

5.3.4 The BIA shall identify dependencies and interdependencies across functions, processes, and applications, to determine the potential for compounding impacts in the event of an interruption or disruption, gaps between the RTOs and RPOs and demonstrated capabilities.
<table>
<thead>
<tr>
<th><strong>NFPA 1600 Program Elements</strong></th>
<th>Conforming</th>
<th>Nonconforming</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.5* The BIA shall evaluate the potential loss of information and the point in time (recovery point objective) that defines the potential gap between the last backup of information and the time of the interruption or disruption, be used in the development of continuity and recovery strategies and plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3.6* The BIA developed in Section 5.3 shall be used in the development of recovery strategies and plans to support the program, shall identify critical supply chains, including those exposed to domestic and international risks, and the timeframe within which those operations become critical to the entity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3.7 The analysis of impacts required by 5.2.3 and the BIA required by Section 5.3 shall be conducted jointly or separately.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3.8 The analysis of impacts required by 5.2.3 and the BIA required by Section 5.3 shall be conducted jointly or separately.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4 Resource Needs Assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.1* The entity shall conduct a resource needs assessment based on the hazards identified in Section 5.2 and the business impact analysis in Section 5.3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.2 The resource needs assessment shall include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)* Human resources, equipment, training, facilities, funding, expert knowledge, materials, technology, information, intelligence, and the time frames within which they will be needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Quantity, response time, capability, limitations, cost, and liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.3* The entity shall establish procedures to locate, acquire, store, distribute, maintain, test, and account for services, human resources, equipment, and materials procured or donated to support the program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFPA 1600 Program Elements</td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>5.4.4 Facilities capable of supporting response, continuity, and recovery operations shall be identified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.5* The need for mutual aid/assistance or partnership agreements shall be determined.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.5.1* If needed, agreements shall be established and documented.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5 Performance Objectives.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.1* The entity shall establish performance objectives for the program in accordance with the requirements in Chapter 4 and the elements in Chapters 5 through 9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.2 The performance objectives shall address the results of the hazard identification, risk assessment, and business impact analysis.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.3 Performance objectives shall be developed by the entity to address both short-term and long-term needs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.4* The entity shall define the terms short term and long term.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chapter 6 Implementation

6.1 Common Plan Requirements.

6.1.1* Plans shall address the health and safety of personnel.

6.1.2 Plans shall identify and document the following:
(1) Assumptions made during the planning process
(2) Functional roles and responsibilities of internal and external agencies, organizations, departments, and positions
(3) Lines of authority
(4) The process for delegation of authority
(5) Lines of succession for the entity
(6) Liaisons to external entities
(7) Logistics support and resource requirements

6.1.3* Plans shall be individual, integrated into a single plan document, or a combination of the two.
<table>
<thead>
<tr>
<th><strong>NFPA 1600 Program Elements</strong></th>
<th><strong>Conforming</strong></th>
<th><strong>Nonconforming</strong></th>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.4* The entity shall make sections of the plans available to those assigned specific tasks and responsibilities therein and to key stakeholders as required.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 Prevention.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>6.2.1* The entity shall develop a strategy to prevent an incident that threatens life, property, and the environment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2.2* The prevention strategy shall be based on the information obtained from Section 5.2 and shall be kept current using the techniques of information collection and intelligence.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2.3 The prevention strategy shall be based on the results of hazard identification and risk assessment, an analysis of impacts, program constraints, operational experience, and cost benefit analysis.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2.4 The entity shall have a process to monitor the identified hazards and adjust the level of preventive measures to be commensurate with the risk.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 Mitigation.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>6.3.1* The entity shall develop and implement a mitigation strategy that includes measures to be taken to limit or control the consequences, extent, or severity of an incident that cannot be prevented.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3.2* The mitigation strategy shall be based on the results of hazard identification and risk assessment, an analysis of impacts, program constraints, operational experience, and cost benefit analysis.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3.3 The mitigation strategy shall include interim and long-term actions to reduce vulnerabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.4 Crisis Communications and Public Information.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>6.4.1* The entity shall develop a plan and procedures to disseminate information to and respond to requests for information from the following audiences before, during, and after an incident:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Internal audiences, including employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>(2) External audiences, including the media, functional needs population, and other stakeholders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.4.2</strong> The entity shall establish and maintain a crisis communications or public information capability that includes the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Central contact facility or communications hub</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Physical or virtual information center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) System for gathering, monitoring, and disseminating information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Procedures for developing and delivering coordinated messages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Pre-scripted information bulletins or templates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Protocol to clear information for release</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.5 Warning, Notifications, and Communications.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.5.1</strong> The entity shall determine warning, notification, and communications needs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.5.2</strong> Warning, notification, and communications systems shall be reliable, redundant, and interoperable.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.5.3</strong> The entity shall develop and test warning, notification, and communications protocols and procedures to alert stakeholders potentially at risk from an actual or impending incident.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.5.4</strong> Procedures shall include issuing warnings through authorized agencies if required by law.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.6 Operational Procedures.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.6.1</strong> The entity shall develop, coordinate, and implement operational procedures to support the program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.6.2</strong> Procedures shall be established and implemented for response to and recovery from the impacts of hazards identified in 5.2.2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td><strong>Conforming</strong></td>
<td><strong>Nonconforming</strong></td>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>6.6.3</strong> Procedures shall provide for life safety, property conservation, incident stabilization, continuity, and protection of the environment under the jurisdiction of the entity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.6.4</strong> Procedures shall include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Control of access to the area affected by the incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Identification of personnel engaged in activities at the incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Accounting for personnel engaged in incident activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Mobilization and demobilization of resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.6.5</strong> Procedures shall allow for concurrent activities of response, continuity, recovery, and mitigation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7 Incident Management.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.1</strong> The entity shall develop an incident management system to direct, control, and coordinate response, continuity, and recovery operations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.1.1</strong> Emergency Operations Centers (EOCs).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.1.1.1</strong> The entity shall establish primary and alternate EOCs capable of managing response, continuity, and recovery operations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.1.1.2</strong> The EOCs shall be permitted to be physical or virtual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.1.1.3</strong> On activation of an emergency operations center (EOC), communications and coordination shall be established between incident command and the EOC.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.2</strong> The incident management system shall describe specific organizational roles, titles, and responsibilities for each incident management function.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.3</strong> The entity shall establish procedures and policies for coordinating mitigation, preparedness, response, continuity, and recovery activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.4</strong> The entity shall coordinate the activities specified in 6.7.3 with stakeholders.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFPA 1600 Program Elements</td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>6.7.5</strong> Procedures shall include a situation analysis that incorporates a damage assessment and a needs assessment to identify resources to support activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.6</strong> Emergency operations/response shall be guided by an incident action plan or management by objectives.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.7</strong> Resource management shall include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Establishing processes for describing, taking inventory of, requesting, and tracking resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Resource typing or categorizing resources by size, capacity, capability, and skill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Mobilizing and demobilizing resources in accordance with the established IMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Conducting contingency planning for resource deficiencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.8</strong> A current inventory of internal and external resources shall be maintained.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.7.9</strong> Donations of human resources, equipment, material, and facilities shall be managed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.8 Emergency Operations/Response Plan.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.8.1</strong> Emergency operations/response plans shall define responsibilities for carrying out specific actions in an emergency.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.8.2</strong> The plan shall identify actions to be taken to protect people including those with access and functional needs, property, operations, the environment, and the entity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.8.3</strong> The plan shall identify actions for incident stabilization.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.8.4</strong> The plan shall include the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Protective actions for life safety in accordance with 6.8.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Warning, notifications, and communication in accordance with Section 6.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>(3) Crisis communication and public information in accordance with Section 6.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Resource management in accordance with 6.7.7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Donation management in accordance with 6.7.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.9.1* The continuity plan should include recovery strategies to maintain critical or time-sensitive functions and processes identified during the business impact analysis. <strong>Continuity.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.9.2* The continuity plan shall identify stakeholders that need to be notified; critical and time-sensitive applications; alternative work sites; vital records, contact lists, functions, and processes, that must be maintained; and personnel, procedures, and resources that are needed while the entity is recovering. <strong>Recovery.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.9.3* The recovery plan shall provide for restoration of functions, services, resources, facilities, programs, and infrastructure.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.10* Employee Assistance and Support.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.10.1* The entity shall develop a strategy for employee assistance and support that includes the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Communications procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)* Contact information, including emergency contact outside anticipated hazard area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Accounting for persons affected, displaced, or injured by the incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Temporary, short-term, or long-term housing, and feeding and care of those displaced by an incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Mental health and physical well-being of individuals affected by the incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Pre-incident and post-incident awareness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.10.2 The strategy shall be flexible for use in all incidents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.10.3* The entity shall promote family preparedness education and training for employees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td><strong>Conforming</strong></td>
<td><strong>Nonconforming</strong></td>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Chapter 7 Training and Education</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em><em>7.1</em> Training and Education Curriculum.</em>* The entity shall develop and implement a competency-based training and education curriculum that supports all employees who have a role in the program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.2 Goal of the Curriculum.</strong> The goal of the curriculum shall be to create awareness and enhance the knowledge, skills, and abilities required to implement, support, and maintain the program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.3 Scope and Frequency of Instruction.</strong> The scope of the curriculum and frequency of instruction shall be identified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.4 Incident Management System Training.</strong> Personnel shall be trained in the entity’s incident management system (IMS) and other components of the program to the level of their involvement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.5 Recordkeeping.</strong> Records of training and education shall be maintained as specified in Section 4.7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.6 Regulatory and Program Requirements.</strong> The curriculum shall comply with applicable regulatory and program requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em><em>7.7</em> Public Education.</em>* A public education program shall be implemented to communicate: (1) Potential hazard impacts (2) Preparedness information (3) Information needed to develop a preparedness plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter 8 Exercises and Tests</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.1 Program Evaluation.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.1.1</strong> The entity shall evaluate program plans, procedures, training, and capabilities and promote continuous improvement through periodic exercises and tests.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.1.2</strong> The entity shall evaluate the program based on post-incident analyses, lessons learned, and operational performance in accordance with Chapter 9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>8.1.3</strong> Exercises and tests shall be documented.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.2</strong> Exercise and Test Methodology.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.2.1</strong> Exercises shall provide a standardized methodology to practice procedures and interact with other entities (internal and external) in a controlled setting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.2.2</strong> Exercises shall be designed to assess the maturity of program plans, procedures, and strategies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.2.3</strong> Tests shall be designed to demonstrate capabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.3</strong> Design of Exercises and Tests.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.3.1</strong> Exercises and tests shall be designed to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Ensure the safety of people, property, operations, and the environment involved in the exercise or testing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Evaluate the program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Identify planning and procedural deficiencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Test or validate recently changed procedures or plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Clarify roles and responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Obtain participant feedback and recommendations for program improvement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Measure improvement compared to performance objectives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8) Improve coordination between internal and external teams, organizations, and entities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9) Validate training and education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10) Increase awareness and understanding of hazards and the potential impact of hazards on the entity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(11) Identify additional resources and assess the capabilities of existing resources, including personnel and equipment needed for effective response and recovery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(12) Assess the ability of the team to identify, assess, and manage an incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 Program Elements</strong></td>
<td>Conforming</td>
<td>Nonconforming</td>
<td>Comments</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>(13) Practice the deployment of teams and resources to manage an incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(14) Improve individual performance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.4 Exercise and Test Evaluation.
8.4.1 Exercises shall evaluate program plans, procedures, training, and capabilities to identify opportunities for improvement.

8.4.2 Tests shall be evaluated as either pass or fail.

8.5* Frequency.
8.5.1 Exercises and tests shall be conducted on the frequency needed to establish and maintain required capabilities.

Chapter 9 Program Maintenance and Improvement

9.1* Program Reviews. The entity shall maintain and improve the program by evaluating its policies, program, procedures, and capabilities using performance objectives.

9.1.1* The entity shall improve effectiveness of the program through evaluation of the implementation of changes resulting from preventive and corrective action.

9.1.2* Evaluations shall be conducted on a regularly scheduled basis, and when the situation changes to challenge the effectiveness of the existing program.

9.1.3 The program shall be re-evaluated when a change in any of the following impacts the entity’s program:

1. Regulations
2. Hazards and potential impacts
3. Resource availability or capability
4. Entity’s organization
5. Funding
6. Infrastructure, including technology environment
7. Economy and geopolitical stability
<table>
<thead>
<tr>
<th><strong>NFPA 1600 Program Elements</strong></th>
<th><strong>Conforming</strong></th>
<th><strong>Nonconforming</strong></th>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(8) Entity operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9) Critical suppliers, including second-tier suppliers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.1.4 Reviews shall include post-incident analyses, reviews of lessons learned, and reviews of program performance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.1.5 The entity shall maintain records of its reviews and evaluations, in accordance with the records management practices developed under Section 4.7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.1.6 Documentation, records, and reports shall be provided to management for review and follow-up.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2* Corrective Action.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2.1* The entity shall establish a corrective action process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2.2* The entity shall take corrective action on deficiencies identified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.3 Continuous Improvement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The entity shall effect continuous improvement of the program through the use of program reviews and the corrective action process.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Submitter Information Verification**

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address: [Not Specified]
City:
State:
Zip:
Submittal Date: Thu Apr 03 09:37:15 EDT 2014

**Committee Statement**

Committee Statement: Added clarifying text throughout this section to support supply chain risk management references in the body of the standard.
Response Message: 
Public Input No. 32-NFPA 1600-2013 [Section No. C.1]

**Ballot Results**

✔ This item has passed ballot
35 Eligible Voters
4 Not Returned
29 Affirmative All
  2 Affirmative with Comments
  0 Negative with Comments
  0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Anderson, Richard R.
  Add new items that have been added to Business Continuity and Recovery to the check-
    list
Nelson, John Douglas
The wording in Body sections of the Standard does not match wording in Annex C1. I recommend specifically checking: 4.5.2; 5.1.5; 5.2.2; 5.2.2.2; 5.2.3 (New list item (3) is missing from C1; 5.2.4; 6.2.1; 6.4.1 list item (2); 6.5.5; 6.7.3; and 9.1.3 (list items 5 and 9).
D.1
The Plan-Do-Check-Act (PDCA) (see Figure D.1), also known as the Deming or Shewhart cycle, is a four-step problem-solving process typically used for business process improvement and quality assurance management.

Figure D.1 The Plan-Do-Check-Act (PDCA) Cycle.
Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Thu Mar 27 11:01:23 EDT 2014

Committee Statement

Committee Statement: The committee approved the inclusion to add the word "Chapter" before the number

Response Message:

Ballot Results

✅ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
0 Affirmative with Comments
1 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Negative with Comment
Nelson, John Douglas

The proposed change (which replaces "Chapter 4" with "4"...) does NOT identify where and how NFPA 1600 implements the PDCA cycle, nor does the proposed annex material. What is needed in the Standard is wording similar to that on pp vi and vii of ISO 22301:2012. Such wording aligns Chapters in the Standard with specific PDCA steps.

This annex is not a part of the recommendations of this NFPA document but is included for informational purposes only.

E.1

Annex E is a cross-reference to the requirements of NFPA 1600; and Disaster Recovery Institute International’s Professional Practices for Business Continuity Practitioners; and CSA Z1600, Emergency Management and Business Continuity Programs--; and Federal Continuity Directive 1. [See Table E.1(a) through Table E.1(c)Table E.1]. This crosswalk is intended purely as a high-level comparison of the component sections of the indicated standards. Reference should be made to the actual details in each section if a full comparison is needed.

Table E.1(a) Cross-Reference of NFPA 1600 to DRII Professional Practices and CSA Z1600.
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter/Section</strong></td>
<td><strong>Subject Area</strong></td>
</tr>
<tr>
<td>Chapter 4 Program Management</td>
<td></td>
</tr>
<tr>
<td>4.1 Leadership and Commitment</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td>4.2 Program Coordinator</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td>4.3 Program Committee</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td>4.4 Program Administration</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td>4.5 Laws and Authorities</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td></td>
<td>3. Business Impact Analysis</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td></td>
<td>10. Coordinating with External Agencies</td>
</tr>
<tr>
<td>4.6 Finance and Administration</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td>4.7 Records Management</td>
<td>3. Business Impact Analysis</td>
</tr>
<tr>
<td>Chapter 5 Planning</td>
<td></td>
</tr>
<tr>
<td>5.1 Planning and Design Process</td>
<td>2. Risk Evaluation and Control</td>
</tr>
<tr>
<td></td>
<td>3. Business Impact Analysis</td>
</tr>
<tr>
<td></td>
<td>4. Business Continuity Strategies</td>
</tr>
<tr>
<td></td>
<td>5. Emergency Preparedness and Response</td>
</tr>
<tr>
<td>5.2 Risk Assessment</td>
<td>2. Risk Evaluation and Control</td>
</tr>
<tr>
<td>5.3 Business Impact Analysis</td>
<td>3. Business Impact Analysis</td>
</tr>
<tr>
<td>5.4 Resource Needs Assessment</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td></td>
<td>2. Risk Evaluation and Control</td>
</tr>
<tr>
<td></td>
<td>3. Business Impact Analysis</td>
</tr>
<tr>
<td></td>
<td>5. Emergency Response and Operations</td>
</tr>
<tr>
<td></td>
<td>6 Business Continuity Plan Development and Implementation</td>
</tr>
<tr>
<td>5.5 Performance Objectives</td>
<td>1. Project Initiation and Management</td>
</tr>
<tr>
<td>Chapter 6 Implementation</td>
<td></td>
</tr>
<tr>
<td>6.1 Common Plan Requirements</td>
<td>1. Project Initiation</td>
</tr>
<tr>
<td></td>
<td>2. Risk Evaluation and Control</td>
</tr>
<tr>
<td></td>
<td>3. Business Impact Analysis</td>
</tr>
<tr>
<td></td>
<td>4. Business Continuity Strategies</td>
</tr>
<tr>
<td></td>
<td>5. Emergency Preparedness and Response</td>
</tr>
<tr>
<td></td>
<td>7. Awareness and Training Program</td>
</tr>
<tr>
<td></td>
<td>8. Business Continuity Plan Exercise, Audit and Maintenance</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td></td>
<td>10. Coordination with External Agencies</td>
</tr>
<tr>
<td>6.2 Prevention</td>
<td>2. Risk Evaluation and Control</td>
</tr>
<tr>
<td></td>
<td>5. Emergency Response and Operations</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Chapter/Section</strong></td>
<td><strong>Subject Area</strong></td>
</tr>
<tr>
<td>6.3 Mitigation</td>
<td>2. Risk Evaluation and Control</td>
</tr>
<tr>
<td></td>
<td>5. Emergency Response and Operations</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td>6.4 Crisis Communications and Public Information</td>
<td>5. Emergency Response and Operations</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td></td>
<td>10. Coordinating with External Agencies</td>
</tr>
<tr>
<td>6.5 Warning, Notifications, and Communications</td>
<td>5. Emergency Preparedness and Response</td>
</tr>
<tr>
<td></td>
<td>7. Awareness and Training Program</td>
</tr>
<tr>
<td></td>
<td>8. Business Continuity Plan Exercise, Audit and Maintenance</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td></td>
<td>10. Coordinating with External Agencies</td>
</tr>
<tr>
<td>6.6 Operational Procedures</td>
<td>5. Emergency Preparedness and Response</td>
</tr>
<tr>
<td></td>
<td>7. Awareness and Training Program</td>
</tr>
<tr>
<td></td>
<td>8. Business Continuity Plan Exercise, Audit and Maintenance</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td></td>
<td>10. Coordinating with External Agencies</td>
</tr>
<tr>
<td>6.7 Incident Management</td>
<td>5. Emergency Preparedness and Response</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td></td>
<td>10. Coordinating with External Agencies</td>
</tr>
<tr>
<td></td>
<td>7. Awareness and Training Program</td>
</tr>
<tr>
<td></td>
<td>8. Business Continuity Plan Exercise, Audit and Maintenance</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td></td>
<td>7. Awareness and Training Program</td>
</tr>
<tr>
<td></td>
<td>8. Business Continuity Plan Exercise, Audit and Maintenance</td>
</tr>
<tr>
<td></td>
<td>9. Crisis Communications</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 6.10 Employee Assistance and Support | 5. Emergency Preparedness and Response  
 7. Awareness and Training Program  
 8. Business Continuity Plan Exercise, Audit and Maintenance  
 9. Crisis Communications  
 10. Coordinating with External Agencies |
| Chapter 7 Training and Education | 8. Business Continuity Plan Exercise, Audit and Maintenance |
| 7.1 Training and Education Curriculum |  |
| 7.2 Goal of the Curriculum |  |
| 7.3 Scope and Frequency of Instruction | 5. Emergency Preparedness and Response  
 10. Coordination with External Agencies |
| 7.4 Incident Management System Training |  |
| 7.5 Recordkeeping |  |
| 7.6 Regulatory and Program Requirements | 10. Coordination with External Agencies |
| 7.7 Public Education |  |
| Chapter 8 Exercises and Tests | 5. Emergency Preparedness and Response  
 8. Business Continuity Plan Exercise, Audit and Maintenance  
 10. Coordination with External Agencies |
| 8.1 Program Evaluation |  |
| 8.2 Exercise and Test Methodology |  |
| 8.3 Design of Exercises and Tests |  |
| 8.4 Exercise and Test Evaluation |  |
| 8.5 Frequency |  |
| Chapter 9 Program Maintenance and Improvement | 5. Emergency Preparedness and Response  
 7. Awareness and Training Program  
 8. Business Continuity Plan Exercise, Audit and Maintenance  
 9. Crisis Communications  
 10. Coordinating with External Agencies |
| 9.1 Program Reviews |  |
| 9.2 Corrective Action |  |
| 9.3 Continuous Improvement |  |
Table E.1(b) Cross-Reference of *NFPA 1600* to CSA Z1600
<table>
<thead>
<tr>
<th>NFPA 1600  (2016)</th>
<th>Chapter/Section</th>
<th>CSA Z1600-08, Emergency Management and Business Continuity Programs</th>
<th>Chapter/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 4 Program Management</td>
<td>4.1 Leadership and Commitment</td>
<td>4.1 Leadership and Commitment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.2 Program Coordinator</td>
<td>4.2 Program Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.3 Program Committee</td>
<td>4.3 Advisory Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.4 Program Administration</td>
<td>4.4 Program Administration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.5 Laws and Authorities</td>
<td>4.5 Laws and Authorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.6 Finance and Administration</td>
<td>4.6 Financial Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.7 Records Management</td>
<td>4.4.6 Records Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 Planning</td>
<td>5 Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.1 Planning and Design Process</td>
<td>5.2 Planning Process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.2 Risk Assessment</td>
<td>5.1.1 Hazard Identification</td>
<td>5.1.2 Risk Assessment</td>
</tr>
<tr>
<td></td>
<td>5.3 Business Impact Analysis</td>
<td>5.1.3 Business Impact Analysis (BIA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.4 Resource Needs Assessment</td>
<td>6.2 Resource Management</td>
<td>6.3 Mutual Aid/Mutual Assistance</td>
</tr>
<tr>
<td></td>
<td>5.5 Performance Objectives</td>
<td>4.4.3 Program Goals and Objectives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 Implementation</td>
<td>6 Implementation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.1 Common Plan Requirements</td>
<td>5.3 Common Plan Requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.2 Prevention</td>
<td>6.1.2 Prevention</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.3 Mitigation</td>
<td>6.1.3 Mitigation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.4 Crisis Communications and Public Information</td>
<td>6.6 Communications and Warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.5 Warning, Notifications, and Communications</td>
<td>6.6.4 Public Warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.6 Operational Procedures</td>
<td>6.7 Operational Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.7 Incident Management</td>
<td>6.5 Incident Management</td>
<td>6.8 Facilities</td>
</tr>
<tr>
<td></td>
<td>6.8 Emergency Operations/Response Plan</td>
<td>6.4 Emergency Response</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.9 Business Continuity and Recovery</td>
<td>6.10 Business Continuity</td>
<td>6.11 Recovery</td>
</tr>
<tr>
<td></td>
<td>6.10 Employee Assistance and Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 Training and Education</td>
<td>6.9 Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7.1 Training and Education Curriculum</td>
<td>6.9.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7.2 Goal of the Curriculum</td>
<td>6.9.2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7.3 Scope and Frequency of Instruction</td>
<td>6.9.3</td>
<td></td>
</tr>
<tr>
<td><strong>NFPA 1600 (2016) Chapter/Section</strong></td>
<td><strong>CSA Z1600-08, Emergency Management and Business Continuity Programs Chapter/Section</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.4 Incident Management System Training</td>
<td>=</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.5 Recordkeeping</td>
<td>6.9.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.6 Regulatory and Program Requirements</td>
<td>4.5.1 Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.7 Public Education</td>
<td>6.6.5 Public Awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter 8 Exercises and Tests</strong></td>
<td><strong>7 Exercises, Evaluations, and Corrective Actions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1 Program Evaluation</td>
<td>7.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.2 Exercise and Test Methodology</td>
<td>=</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.3 Design of Exercises and Tests</td>
<td>7.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.4 Exercise and Test Evaluation</td>
<td>7.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.5 Frequency</td>
<td>7.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter 9 Program Maintenance and Improvement</strong></td>
<td><strong>8 Management Review</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.1 Program Reviews</td>
<td>8.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2 Corrective Action</td>
<td>7.4 Corrective Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.3 Continuous Improvement</td>
<td>8.2 Continuous Improvement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CSA: Canadian Standards Association.

Table E.1(c) Cross-Reference of NFPA 1600 to FCD-1
<table>
<thead>
<tr>
<th><strong>NFPA 1600 (2013-2016)</strong></th>
<th><strong>Federal Continuity Directive 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 4 Program Management</strong></td>
<td><strong>Chapter/Section</strong></td>
</tr>
<tr>
<td><strong>4.1 Leadership and Commitment</strong></td>
<td>8 Program Management</td>
</tr>
<tr>
<td>9 Elements Of A Viable Continuity Capability (9.b Orders Of Succession and 9.c Delegations of Authority)</td>
<td></td>
</tr>
<tr>
<td>12 Roles And Responsibilities (Assigned responsibilities are outlined in NSPD-51/HSPD-20 and the NCPIP)</td>
<td></td>
</tr>
<tr>
<td><strong>4.2 Program Coordinator</strong></td>
<td>9 Elements Of A Viable Continuity Capability (9.g Human Resources)</td>
</tr>
<tr>
<td><strong>4.3 Program Committee</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>4.4 Program Administration</strong></td>
<td>8 Program Management</td>
</tr>
<tr>
<td><strong>4.5 Laws and Authorities</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>4.6 Finance and Administration</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>4.7 Records Management</strong></td>
<td>9 Elements Of A Viable Continuity Capability (9.f Essential Records Management)</td>
</tr>
<tr>
<td><strong>Chapter 5 Planning</strong></td>
<td>8 Program Management</td>
</tr>
<tr>
<td><strong>5.1 Planning and Design Process</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>5.2 Risk Assessment</strong></td>
<td>8 Program Management (Risk Management)</td>
</tr>
<tr>
<td><strong>5.3 Business Impact Analysis</strong></td>
<td>9 Elements Of A Viable Continuity Capability (9.a Essential Functions)</td>
</tr>
<tr>
<td><strong>5.4 Resource Needs Assessment</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>5.5 Performance Objectives</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>Chapter 6 Implementation</strong></td>
<td>11 Continuity Plan Operational Phases And Implementation</td>
</tr>
<tr>
<td><strong>6.1 Common Plan Requirements</strong></td>
<td>8 Program Management (Annex A: Program Plans and Procedures)</td>
</tr>
<tr>
<td><strong>6.2 Prevention</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>6.3 Mitigation</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>6.4 Crisis Communications and Public Information</strong></td>
<td>9 Elements Of A Viable Continuity Capability (9.e Continuity Communications)</td>
</tr>
<tr>
<td><strong>6.5 Warning, Notifications, and Communications</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>6.6 Operational Procedures</strong></td>
<td>8 Program Management (Annex A Program Plans and Procedures)</td>
</tr>
<tr>
<td><strong>6.7 Incident Management</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>6.8 Emergency Operations/Response Plan</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>6.9 Business Continuity and Recovery</strong></td>
<td>8 Program Management (Annex A Program Plans and Procedures)</td>
</tr>
<tr>
<td>9 Elements Of A Viable Continuity Capability (9.j Reconstitution)</td>
<td></td>
</tr>
<tr>
<td><strong>6.10 Employee Assistance and Support</strong></td>
<td>9 Elements Of A Viable Continuity Capability (9.g Human Resources)</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Chapter 7 Training and Education</td>
<td>Chapter 7 Training and Education</td>
</tr>
<tr>
<td>7.1 Curriculum</td>
<td>9 Elements Of A Viable Continuity Capability</td>
</tr>
<tr>
<td>7.2 Goal of Curriculum</td>
<td>9 Elements Of A Viable Continuity Capability</td>
</tr>
<tr>
<td>7.3 Scope and Frequency of Instruction</td>
<td>(9.h Tests, Training, And Exercises)</td>
</tr>
<tr>
<td>7.4 Incident Management System Training</td>
<td>9 Elements Of A Viable Continuity Capability</td>
</tr>
<tr>
<td>7.5 Recordkeeping</td>
<td>(9.h Tests, Training, And Exercises)</td>
</tr>
<tr>
<td>7.6 Regulatory and Program Requirements</td>
<td>7.7 Public Education</td>
</tr>
<tr>
<td>7.7 Public Education</td>
<td>7.8 National Continuity Coordination System</td>
</tr>
<tr>
<td>7.8 National Continuity Coordination System</td>
<td>7.9 Program Management and Administration</td>
</tr>
<tr>
<td>7.9 Program Management and Administration</td>
<td>8.1 Program Evaluation</td>
</tr>
<tr>
<td>8.1 Program Evaluation</td>
<td>8.2 Exercise and Test Methodology</td>
</tr>
<tr>
<td>8.2 Exercise and Test Methodology</td>
<td>8.3 Design of Exercises and Tests</td>
</tr>
<tr>
<td>8.3 Design of Exercises and Tests</td>
<td>8.4 Exercise and Test Evaluation</td>
</tr>
<tr>
<td>8.4 Exercise and Test Evaluation</td>
<td>8.5 Frequency</td>
</tr>
<tr>
<td>8.5 Frequency</td>
<td>9.1 Program Reviews</td>
</tr>
<tr>
<td>9.1 Program Reviews</td>
<td>9.2 Corrective Action</td>
</tr>
<tr>
<td>9.2 Corrective Action</td>
<td>9.3 Continuous Improvement</td>
</tr>
<tr>
<td>9.3 Continuous Improvement</td>
<td>10 Coordination With Tribal, State, Territorial, Local Governments and the Private Sector</td>
</tr>
<tr>
<td>10 Coordination With Tribal, State, Territorial, Local Governments and the Private Sector</td>
<td>11 Continuity Plan Operational Phases And Implementation</td>
</tr>
</tbody>
</table>

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR_54_Annex_E.2_CSA_Z1600_edited.docx</td>
<td></td>
</tr>
<tr>
<td>FR_54_Annex_E.1_edited.docx</td>
<td></td>
</tr>
<tr>
<td>FR_54_Annex_E.3_FCD1_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification
Committee Statement

Committee Statement:
The committee update the DRII professional practices, CSA Z1600 and Federal Continuity Directive – 1 to Annex E.

Response Message:

Ballot Results

✓ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
<table>
<thead>
<tr>
<th>Morganti, Michael J.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mueller, Susana M.</td>
</tr>
<tr>
<td>Mumbach, Jason C.</td>
</tr>
<tr>
<td>Musson, Melvyn</td>
</tr>
<tr>
<td>Nelson, John Douglas</td>
</tr>
<tr>
<td>Newsome, Ashley E.</td>
</tr>
<tr>
<td>Nicoll, Scott R.</td>
</tr>
<tr>
<td>Okolita, Kelley</td>
</tr>
<tr>
<td>Robertson, Jo</td>
</tr>
<tr>
<td>Sarabacha, David M.</td>
</tr>
<tr>
<td>Schmidt, Donald L.</td>
</tr>
<tr>
<td>Stouffer, Virginia</td>
</tr>
<tr>
<td>Strong, Brian</td>
</tr>
<tr>
<td>Travers, Joseph Bryan</td>
</tr>
<tr>
<td>Williams, Bobby J.</td>
</tr>
</tbody>
</table>
Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mgmt_Sys_Stand_release_December_2013.docx</td>
<td></td>
</tr>
<tr>
<td>What_Is_A_Management_System.doc</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Fri Apr 04 09:36:10 EDT 2014

Committee Statement

Committee Statement: The committee has elected to place the article What is a Management System Standard prior to section for the Management System Standard, to help explain what and how to use a Management System Standard.

Response Message:
Public Input No. 70-NFPA 1600-2014 [New Section after F.10.3]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
28 Affirmative All
0 Affirmative with Comments
3 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

**Affirmative All**
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan

**Negative with Comment**
Huff, Jr., George B.

The technical committee has formed working groups of experts who are able to describe the evolution and global acceptance of integrated management systems standards (MSS). Thus, the committee should not insert a copyrighted article into the standard’s Annex F, but instead compose the explanatory content it deems to be necessary for guidance through a working group and conform to the normal process of editing and consensus. The article selected for Annex F is out-of-date; as examples the references to British Standard 25999 (withdrawn) and ISO Guide 72 (superceded) are no longer accurate. Because the committee thinks this information is necessary guidance, a working group should be assigned the task of composing explanatory content on MSS for Annex F.

Nelson, John Douglas

The proposed annex material is a long, generic introduction to management systems. It does NOT identify where and how NFPA 1600 implements the PDCA cycle. All that is needed in the Standard itself is wording similar to that on pp vi and vii of ISO 22301:2012 -- which aligns Chapters in the Standard with specific PDCA steps.

Williams, Bobby J.

Graeme's name, company, and address should not be in the document included in this section. It appears that the NFPA is endorsing his business. We also call this a "management system standard." I believe that this should just be named a management system example or process. If we call it a standard, it could be taken out of context (as an appendix for reference instead of an example).
F.8.4.2.1
The entity shall develop a plan and procedures to disseminate information to and respond to requests for information from the following audiences before, during, and after an incident: [6.4.1]

(1) Internal audiences, including employees
(2) External audiences, including the media, access and functional needs population, and other stakeholders

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 15:10:53 EDT 2014

Committee Statement

Committee Statement: This PI was submitted on behalf of the Special and Functional Needs Task Group, NFPA 1600 2016 Edition.

F 7.4.2.1 (2) needed correction to adopt the term special and functional needs.

The NFPA 1600 Technical Committee formed a Task Group to focus on Special and Functional Needs tasked with submitted recommended changes and addition to address Special and Functional Needs

Response Message:
Public Input No. 41-NFPA 1600-2013 [Section No. F.7.4.2.1]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention
Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
Family preparedness is an ongoing process to educate and train individuals to plan for, understand, and be able to implement the steps they need to take in the event of an emergency. The process must consider not just what it takes to be ready but also the elements that build capabilities to recover rapidly and improve resilience. An organization must plan for protective actions and recovery of individuals at a personal level before establishing recovery time objectives (RTOs) and dispensing duties. The organizational plan must include adequate education and training to ensure that individuals have prepared, can communicate, and know their family’s status in order to function with full effectiveness. The training and education provided to employees should include preparations needed for the evacuating and sheltering of families, as well as the unique needs of populations with access and functional needs, before reporting for duty and include redundancy of the information needed to aid in personal recovery. A plan must ensure that affected populations understand and are prepared for self-sufficiency for periods of time ranging from 72 hours to 14 days.

Following the standard “Plan-Do-Check-Act” (PDCA) model, family preparedness actions can be integrated.

Submitter Information Verification

Submitter Full Name: [Not Specified]
Organization: [Not Specified]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 15:21:31 EDT 2014

Committee Statement

Committee Statement: This PI was submitted on behalf of the Special and Functional Needs Task Group, NFPA 1600 2016 Edition.

I 1 needed correction to adopt the term special and functional needs.

The NFPA 1600 Technical Committee formed a Task Group to focus on Special and Functional Needs tasked with submitted recommended changes and addition to address Special and Functional Needs

Response Message:
Public Input No. 43-NFPA 1600-2013 [Section No. I.1]

Ballot Results

☑ This item has passed ballot
35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

**Not Returned**
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

**Affirmative All**
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.
Annex J Access and Functional Needs

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

J.1 General.
The term access and functional needs refers to those persons requiring special accommodations because of health, social, economic, or language challenges.

Responsibility for preparedness is a whole-community approach that depends on many stakeholders, from those with access and functional needs to emergency response personnel and the supply chain that supports this population during times of peace and emergencies (e.g., Meals on Wheels, food providers, volunteers, public health services, NGOs, infrastructure service providers, and businesses). Each segment of the community has a role in prevention, preparedness, mitigation, response, and recovery that can be addressed in a holistic manner as long as those with access and functional needs are identified in advance.

J.2 The Role of People with Access and Functional Needs.
Preparedness, like safety, is everyone’s responsibility. A personal and family preparedness plan is paramount to being ready for any event.

J.2.1 Other Publications.
There are many agencies that make up the supply chain for those with access and functional needs. Therefore, knowing where and how to get connected with these agencies is vital to developing an emergency plan.

There are many information outlets that can help an individual develop a personal and family preparedness plan. For more details, visit the Canada Public Safety and Emergency Preparedness organization GetPrepared at http://www.getprepared.gc.ca/cnt/plns/mk-pln-eng.aspx to obtain the Emergency Preparedness Guide for People with Disabilities/Special Needs and Emergency Preparedness for Children, and FEMA at Ready.gov for information on how to build an emergency kit.

J.3 The Role of Businesses.
Company resilience is predicated on how well employees are prepared. When companies assess their vulnerability to threats and hazards they can determine how key personnel are engaged in continuity planning; specifically, identifying what roles employees with access or functional needs play in company plans.

Returning a company to normalcy after an event includes restoring the workforce to pre-event conditions and understanding how to support employees and their families that have access and functional needs.

For primary infrastructure businesses (e.g., power, heating fuels, water, telecommunications, etc.), preparedness includes reviewing plans with first responders (i.e., fire departments, emergency operation centers, etc.) to develop response plans that identify access and functional needs populations.

J.4 The Role of Emergency Management and Emergency Operation Centers (EOCs).
Emergency management departments can support those with access and functional needs by engaging in outreach strategies at local levels with nonprofit organizations (NPOs) to understand the access and functional needs supply chain of services and provide preparedness education to NPOs and other service providers.
Under emergency support function (ESF) 15, External Affairs, EM departments prepare to respond to events that impact vulnerable populations.

**J.5 The Role of Public Health.**
During a response, ESF 8 supports public health through medical, mental health, and mortuary services. Skills are focused on protecting the public and ESF 8 is responsible for recognizing threats that can increase morbidity and mortality. During a disaster, ESF 8 works closely with ESF 6 for mass care, housing, and human services for access and functional needs populations.

**J.6 The Role of NPOs.**
NPOs range from the Red Cross to faith-based charities. These organizations collaborate with emergency first responders, governments, and other agencies to provide services to aid disaster victims and fill the support gap when assistance is not available from other agencies.

**J.7 Identification of Access and Functional Needs Populations.**
Federal and state organizations active in disaster management have identified the importance of including vulnerable populations in predisaster planning by local governments. Defining the parameters of access and functional needs populations has yet to be determined in predisaster planning emergency management guidance documents.

Vagueness leads to inconsistencies in identifying this critical population. Inconsistencies are compounded by the diversity of identification methods in use resulting in prevention, mitigation, response, and recovery shortcomings, or gaps from one community to another.

Many Red Cross branches use the following four categories (HC, 2013) to identify access and functional needs populations:

1. **Health:**
   - (a) People with disabilities, including sensory impairment, physical impairment, mental or behavioral impairment, and developmental issues; specialty care populations, such as dialysis patients and community-based life-saving-technology-dependent patients

2. **Economic:**
   - (a) Migrant workers
   - (b) Community populations
   - (c) Latchkey kids
   - (d) Unemployed
   - (e) Displaced
   - (f) Welfare recipients
   - (g) Single-parent families

3. **Social:**
   - (a) Pregnant women
   - (b) Infants
   - (c) Veterans
   - (d) Homeless adults as well as families and juveniles
   - (e) Battered spouses

4. **Language:**
   - Non-native-language speaking
J.8 Helpful Information.
The following are five things organizations can do to better prepare access and functional needs populations for an emergency:

(1) Reach out to new and existing partners and ask for help in the case of an evacuation. Ensure that you look for appropriate alternate accommodations that can address seniors’ specific needs if they are frail and need extra support, as evacuation centers are not often appropriate for long-term stays.

(2) Keep an up-to-date contact list of service partners in a readily available, central and virtual location.

(3) Practice, practice, practice — it is far easier to evacuate or shelter in place during an emergency if drills are part of your regular planning and operations.

(4) Ensure that staff contact information is up to date and easily accessible to those who need it. A centralized and web-based timetable and staff schedule is an excellent way to keep everyone synchronized and in the right place at the right time. Use new social media technologies (e.g., Facebook, Twitter, etc.) to help keep everyone updated.

(5) Ensure emergency contact information is updated regularly, as details can often change.

J.9 Resources.
The following is a list of available resources:

ADA Best Practices Tool Kit for State and Local Governments — Chapter 7 Emergency Management:
http://www.ada.gov/pcatoolkit/chap7emergencymgmt.htm

ADA Best Practices Tool Kit for State and Local Governments:
http://www.ada.gov/pcatoolkit/chap7emergencymgmt.htm

ADA National Network: http://www.dbtac.vcu.edu/

ADA Regulations Implementing Title II and Title III, revised 2010:

ADA Standards for Accessible Design, 2010:
http://www.ada.gov/2010ADASTANDARDS_INDEX.htm


Assisting Persons with Disabilities during an Emergency:
http://cphp.sph.unc.edu/training/HEP_DIS3/certificate.php

CDC Releases Older Adult Preparedness Portal:
http://www.cdc.gov/features/EmergencyOlderAdults/?s_cid=ccc060412_006

Community Planning Toolkit for State Emergency Preparedness Managers:
http://www.hhs.gov/od/disabilitytoolkit/index.html

Developing a Disaster Ready Organization — Inclusion Research Institute:
http://www.inclusionresearch.org/OL/

Disability Preparedness Resource Center — DHS:
http://www.disabilitypreparedness.gov/

Disability.gov — Emergency Preparedness:
https://www.disability.gov/emergency_preparedness

DisabilityPreparedness.gov: http://www.disabilitypreparedness.gov/

DisabilityResources.org Disaster Preparedness for People with Disabilities:
http://www.disabilityresources.org/DISASTER.html
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Preparedness Guide — Resources and References — Center for Disability Issues and the Health Professions: <a href="http://www.cdihp.org/evacuation/resources.html">http://www.cdihp.org/evacuation/resources.html</a></td>
</tr>
<tr>
<td>Inclusion Research Institute — Developing a Disaster Ready Organization: <a href="http://inclusionresearch.org/OL/">http://inclusionresearch.org/OL/</a></td>
</tr>
<tr>
<td>Inclusive Preparedness Center for People with Disabilities: <a href="http://www.inclusivepreparedness.org/">http://www.inclusivepreparedness.org/</a></td>
</tr>
<tr>
<td>Inclusive Preparedness Center: <a href="http://www.inclusivepreparedness.org/">http://www.inclusivepreparedness.org/</a></td>
</tr>
</tbody>
</table>
National Organization on Disability: http://www.nod.org/
National Resource Center on Advancing Emergency Preparedness for Culturally Diverse Communities: http://www.diversitypreparedness.org/
PrepareNow.org — Supporting Special Needs and Vulnerable Populations in Disaster: http://www.preparenow.org/prepare.html
Project Safe EV-AC Evacuation and Accommodation of People with Disabilities: http://evac.icdi.wvu.edu/library/
http://www.ready.gov/individuals-access-functional-needs
https://www.fema.gov/access-and-functional-needs-organizations
http://m.fema.gov/individuals-access-functional-needs
http://www.phe.gov/Preparedness/planning/abc/Pages/functonal-needs.aspx
http://www.calema.ca.gov/ChiefofStaff/Pages/Access-and-Functional-Needs.aspx
http://www.calema.ca.gov/PlanningandPreparedness/Pages/Access-and-Functional-Needs-Planning-.aspx
http://community.fema.gov/connect/ti/ACCESS_COP/groupHome
http://www.domesticpreparedness.com/Industry/Private_Sector/Community_Resilience_%26_Functional_Needs/

Supplemental Information

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR_57_Annex_XX_Access_and_Functional_Needs_edited.docx</td>
<td></td>
</tr>
</tbody>
</table>

Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Thu Apr 03 10:46:14 EDT 2014
Committee Statement

Committee Statement: This PI was submitted on behalf of the Access and Functional Needs Task Group, NFPA 1600 2016 Edition.

The TG believes a new annex devoted to Access and Functional Needs is needed.

The NFPA 1600 Technical Committee formed a Task Group to focus on Access and Functional Needs tasked with submitting recommended changes and addition to address Access and Functional Needs.

Response Message:
Public Input No. 44-NFPA 1600-2013 [New Section after I.2.4]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
K.1.2.5 ISO Publications.
International Organization for Standardization, 1, ch. De la Voie-Creuse, Case postale 56, CH-1211 Geneva 20, Switzerland.

ISO Guide 72, Guidelines for the Justification and Development of Management System Standards.


Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address:
City:
State:
Zip:
Submittal Date: Wed Mar 26 15:46:01 EDT 2014

Committee Statement

Committee Statement: Updates for Annex J Informational Resources increases the usability of the information contained.
Response Message:

Public Input No. 71-NFPA 1600-2014 [Section No. J.1.2.5]
Ballot Results

✅ This item has passed ballot

35 Eligible Voters
4 Not Returned
30 Affirmative All
1 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

Affirmative with Comment
Nelson, John Douglas
I recommend adding one more ISO Standard to the list in J.1.2.5. It is ISO 27031:2011 -- Guidelines for ICT Readiness for Business Continuity.
K.2 Informational References.
The following documents or portions thereof are listed here as informational resources only. They are not a part of the requirements of this document.

K.2.1 Other Publications.
The American Red Cross Community Disaster Education provides information organized for home and family, workplace and employees, and school and students. See http://www.redcross.org/surveys/capss/cde

The U.S. Federal Emergency Management Agency Community Emergency Response Team (CERT) program provides information on disaster preparedness, fire safety, disaster medical operations, light search and rescue, disaster psychology, and terrorism. See: https://www.citizencorps.gov/cert/

ARMA International, 11880 College Blvd, Suite 450, Overland Park, KS 66210.


Submitter Information Verification

Submitter Full Name: [ Not Specified ]
Organization: [ Not Specified ]
Street Address: 
City: 
State: 
Zip: 
Submittal Date: Wed Mar 26 15:52:02 EDT 2014

Committee Statement

Committee Statement: Resources for Special and Functional Needs are contained in the propose new annex.
Response Message: Public Input No. 72-NFPA 1600-2014 [Section No. J.2]

Ballot Results

✔ This item has passed ballot

35 Eligible Voters
4 Not Returned
31 Affirmative All
0 Affirmative with Comments
0 Negative with Comments
0 Abstention

Not Returned
DuBose, Michael J.
Kelley, James A.
Kuepper, Gunnar J.
Larkin, Richard J.

Affirmative All
Anderson, Richard R.
Brewster, Pete
Cuthbert, Andrew E.
Devine, Matthew
Gluckman, David
Hiscott, Jr., David J.
Huff, Jr., George B.
Janko, Michael W.
Katz, Kenneth
Lankhorst, Dana C.
Larson, Dean R.
Lazarus, Ray S.
Little, Carrie M.
Loukides, Carey Ann
Mack, Diane K.
Medina, Breanna L.
Morganti, Michael J.
Mueller, Susana M.
Mumbach, Jason C.
Musson, Melvyn
Nelson, John Douglas
Newsome, Ashley E.
Nicoll, Scott R.
Okolita, Kelley
Robertson, Jo
Sarabacha, David M.
Schmidt, Donald L.
Stouffer, Virginia
Strong, Brian
Travers, Joseph Bryan
Williams, Bobby J.

DELETED