**Emergency Management Plan:**

**What can go wrong in Warwick, RI?**

**Active shooter- This scenario would be considered low in our town, but in this scenario, Adil is located in a 2 story building on the 2nd floor. Doors are always locked at all times. The office faces the main street side of Warwick Ave. There is always a lot of traffic to where we could wave someone down from our second-floor window while the other person calls 911.**

**We can do a couple of things to stay safe:**

**Hide under our desk or we have a closet that we can hide in until help has arrived, keeping calm.**

**If for some reason the perpetrator, makes their way into the office we will follow orders to keep ourselves safe at all times while waiting for HELP.**

**Flooding:**

**This scenario would also be considered low due to the fact we are on the second floor.**

**RI Office has been in this situation once before when we were in a basement office. Once we were notified that our basement office had flooded Maureen and Lori removed the Employee files and took the file to a home office that Lori had set up with a locked file cabinet to keep all documents safe and secure. Also, computers were moved and brought to Lori’s home office where Lori & Maureen had worked for 3 weeks while the office was under construction. Once the office was completed Maureen and Lori returned to the office, taking all documents and computers back to the RI branch office and carried on.**

**Fire:**

**This scenario would be considered low. Our building has fire alarms to warn that a fire is happening. We are located on the second floor and there is stairs to the first floor or the window in which we had asked our corporate office for a portable fire escape to keep near our window in case needed. Using the window and the stairs will be our only way out.**

**Epidemic:**

**This scenario would be considered low. Although we have had the experience of this with COVID. Our office was closed, and we worked at home. Sometimes we would go to the office one at a time if there was something that was needed from the office as long as we had no symptoms. This went on for a couple of months and then the two of us that worked in the office would rotate days so that we would be alone in the office. Before during and after we were done working, we would wipe down what we had used, desk, phone, door knobs etc….**

**Communication System Failure:**

**This scenario would be considered low. Adil is equipped with office phones, cell phones, email and also a chat system. If Adil was to loose communication with our office phones our office is staffed with cell phones that can be a backup. Also with Verizon Fios Adil can go into the computer system and view any phone calls along with messages that can be heard on voice mail or read on email. The other feature is that through this system calls can be forwarded to any phone number. If this scenario was to occur Adil would notify our Clients and employees with our backup plan.**