



# Business Continuity and Emergency Action Plan SOP

## 1. Purpose

This SOP explains where to find the existing documentation in the event Operations experiences an emergency event, or weather event that disrupts normal business operations.

## 2. Scope

Operations and Sales ONLY will follow this SOP as Flight and Maintenance have their own plans in effect.

## 3. Policy

Operations leadership will make the decision to remotely continue normal procedures and from where.

3.1. Emergency Action Plan (EAP) is located in a red, 3-ring binder in the Dispatch Department.

This document has vital directions and decisions are situationally made based on the condition in effect. Included in this document are the following:

- Emergency Phone Numbers for YIP
- Emergency Internal Coordinators
- Utility Contacts
- Evacuation Routes
- Emergency Directions
- Medical Emergency Procedures
- Fire Emergency Procedures
- Power Loss Directions
- Chemical Spill Procedures
- Bomb Threat Checklist
- Severe Weather and Natural Disaster Directions
- Violent/Criminal Behavior Guidelines
- Emergency Training Personnel



Business Continuity  
and Emergency Action  
Plan SOP

RECORD OF REVISIONS

Version	Description of Change	Revision Effective Date	Revision By (initials)
1.0	Original Issuance	20 Apr 23	MEF TCL