

**Gulf Wars**

**Department**  
**of**  
**Emergency**  
**Preparedness**

**King's Arrow Ranch**  
**Lumberton, Mississippi**

**Emergency Action Plans**

**Updated by Baroness Kalisa**  
**Cherenova, OP Prepared by Mistress**  
**Celestine de Chatham, OP December**  
**2019**

## Definitions:

SOP's: Standard Operating Procedures – these are guidelines regarding a specific department or response to a situation and are specific to Gulf Wars.

AP's: Action Plan – these are guidelines that involve and connect two or more departments within Gulf Wars.

Gulf Wars: defined as the war itself, as well as; set up time, take down time and the Land during our contract. Address 26 Kings Highway, Lumberton, MS 39455, owned by Larry Stanford. Autocrat: defined as the event coordinator. It is recognized that there may be more than one Autocrat at Gulf Wars. The Autocrat(s) may designate someone to act on their behalf.

Populace: entails any and all persons, SCA or otherwise, that would be affected by an emergency, while on site, at Gulf Wars.

EPD – Emergency Preparedness Department for Gulf Wars.

Kingdom Seneschal: Regional Vice President - legal representative of SCA, Inc. Watch - SCA internal security for the War

## Response Levels:

Level 1- A response to a situation involving the resources of one or two departments. Level 2- A response to a situation involving the resources of three or more departments. Level 3- A response to a situation involving the resources of multiple departments, as well as, the notification / inclusion of mundane authorities (Fire / Police / EMS / EMA).

## Mission Statement:

The purpose of the Emergency Preparedness Department (EPD) is to develop guidelines and a framework for emergency response to assist in foreseeable emergencies, natural and otherwise, and provide pre-planning, counsel, advice, and leadership in the event of such emergencies. Whereas it is recognized that pre-planning for foreseeable emergency response is necessary, no amount of pre-planning can provide policy and procedure for every conceivable emergency. The EPD must be flexible, adaptive to changing circumstances, and current in knowledge of on site and regional emergency response capabilities, so as to, adequately advise the Autocrat Staff in the case of a large-scale emergency.

Emergency Preparedness Department Head:

1. Advise the Autocrat and the Watch on the development and augmentation of EPD guidelines for the safety of the populace. Assist other departments by reviewing their departmental SOP's and AP's to further assist in this matter.

2. Communicate, when necessary or directed to with; local public safety officials, the site owner, the Autocrat and other departments about public safety framework, as well as, the Gulf Wars onsite capabilities and Action Plans.
3. Work with other Department Heads, as requested, to assist them to develop reasonable emergency preparedness procedures or plans.
4. Work as a liaison and advisor to the Autocrat and Kingdom Seneschal before, during, and after an emergency.
5. Act as a safety officer during Gulf Wars for the Autocrat staff with an eye toward, prevention of emergency problems and being proactive rather than reactive, when possible, to emergency situations.2

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This Department was developed by Master Morgan of Osprey:  
October 20, 2010 This is the most current version of the Emergency  
Preparedness Plan for Gulf Wars 29, done by Baroness Kalisa  
Cherenova: December 2019.

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## **Medical Emergencies:**

\*A medical emergency is when mundane medical personnel are called by the patient or the Autocrat.

In the event of a medical emergency it is the responsibility of the Watch to respond in a coordinated manner with the patient and responding Emergency Services for safe and clear access for transport of the injured party or parties. The end goal and the responsibility of the Watch are to help provide support for transportation.

Departments: Autocrat, Watch, other departments as needed, as well as provide notification to the Kingdom Seneschal.

### **The Watch:**

1. NO MEDICAL information or PERSONAL information should be given out over an open radio. Use of cell phones is recommended.
2. Should notify the Autocrat that it has received or is responding to a medical emergency, as well as, location and any pertinent information of the emergency.
3. Should maintain contact with the patient and Autocrat until the medical emergency is resolved.
4. The watch commander should contact the Autocrat or Kingdom Seneschal if appropriate time is available, however if necessary due to the type of emergency or directed by the patient the Watch Commander may contact EMS.
5. Should notify the gate(s) if an ambulance is expected and see to the dispatch of a golf cart/ vehicle(s) to assist with guidance to the scene or to help clear the roads for access to the scene.\*
6. Should notify the Autocrat on duty if an ambulance is expected on site.
7. Provide support with on-site directions and clear the path for EMS to transport patient (s).
8. Medical Helicopter landing: It may be the decision of the EMS agency to send a medical helicopter due to a wide range of variables (weather, call volume, response distance and time, mechanism of injury, expected morbidity and mortality, etc) If a helicopter is dispatched, the only viable landing site is Hasting's Field. The Watch will first need to establish a landing zone (LZ) and then a perimeter for safety.

You will need 5-8 people to safely accomplish 100-200 feet. The GPS coordinates for Hasting's field are: 30.921635300,- 89.455033900. These coordinates may be needed in directing air response.

9. If a night response is needed: This can be accomplished with signal flares, vehicle headlights or flashlights for a safe Landing Zone. 12-15 people are recommended for this.

\* Note: it may be necessary to dispatch a golf cart/vehicle to each gate. It does not have to be a Watch Cart that goes to a gate, but it is the responsibility of the Watch to make sure that both gates are covered, if necessary, and that a competent individual is willing to safely assist the ambulance on and off of the site.

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### **Lost / Missing Children or Special Needs**

In the event of lost or missing children/person, it is the responsibility of The Watch to implement and organize an appropriate response and if necessary, search proceedings and issue BOLO's (be on the lookout) via the radio system. It is the responsibility of the Watch and other departments, as needed, to assist and support the family of the missing child to the best of their ability.

Departments: The Watch, Autocrat, Media Liaison and other

departments as needed **The Watch:**

1. Should begin effective search procedures immediately beginning at the last known location, check at encampment and last activity.
2. Should notify the Autocrat staff if not immediately found.
3. After consulting with the Autocrat, a decision should be made to contact mundane authorities and follow the instructions of law enforcement.
4. Should utilize other department resources; golf carts, personnel, radios, etc.. as necessary.
5. Should coordinate all departmental responses via radio.
6. A timeline of all actions and activities should be done for this response. This will assist staff and local law enforcement should the response remain ongoing.

**The Autocrat:**

1. Should work with the Family to communicate with mundane authorities if necessary.
2. Should immediately contact the Kingdom Seneschal.

\*Note that “missing” or lost children/persons are not lost intentionally. It is important to remember to be sensitive to the Family. We have, in the past, found missing children/persons expediently, based on an effective search of the site.

\*This should also be applied to Lost/Missing Persons’ of Diminished Capacities.

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## **Fires**

In the event of a fire that is out of control and poses a significant hazard to life and property and might be uncontrollable with area on-site resources.

Departments: The Watch, Autocrats, Kingdom Seneschal, Media Liaison and other departments as necessary

\*In the event of a localized fire, local resources should be used to contain the blaze. These fires have, in the past, been handled by individuals in the effected campsites. Usually, there is little to do besides making sure that there have been no injuries, there is no threat of re-starting and someone will remain to watch to ensure no further issues will arise. In the event of a localized fire, in which containment must be attempted by several people, The Watch should complete an incident report with all the pertinent information.

\*If there is the slightest possibility that the fire will become uncontrollable with local, on site resources, the VFD should be called sooner, rather than later.

### **The Watch:**

1. Once the alarm is raised, The Watch should ensure that the fire, if it is not yet extinguished, is put out or contained, as best as possible.
2. Should an area need to be evacuated the Autocrat needs to be notified.
3. The Watch or the Autocrat should contact the local Volunteer Fire Department for additional resources, if needed. \*\*If contacted same protocols

as Medical Emergency. 4. Once a fire is extinguished, notify the Autocrat on duty that the incident has occurred. If

The Watch or anyone calls 911 or the VFD the Autocrat should be notified immediately. 5. Complete an incident report for all reported fires. 6. The Autocrat should be contacted in the event of ANY fire in any building. 7. In the event that a fire has to be contained, an incident report should be generated. If there is a second fire outbreak in the same camp, the encampment should be issued a local “burn ban” and will no longer be allowed to have open fires of any type within their encampment.

8. Should liaison with the Social Media Representative to keep that department apprised of the ongoing situation so that information can be sent out via app.

Mundane local ordinances will supersede any and all site policy, specifically with regards to county(s)-wide burn bans. It is also the prerogative of the site-owner or the Autocrat to determine prior or during GW if a local “burn ban” is in effect. If a burn ban is in effect, it will be all departments purview to enforce the ban. This will pertain to all fires; ground fires or open fires. This does not specifically affect torches or candles, unless requested by the Autocrat or site Owner.

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## **Severe Weather**

Severe weather in south Mississippi can happen with little to no warning. Severe Weather is defined as excessive or high wind, excessive or hard rain, tornado conditions, severe lightening, hail or cold-weather conditions resulting in freezing temperatures’ or conditions. The weather is checked throughout the day by EPD to help assess for possible severe weather.

Departments: The Watch, Autocrat, Kingdom Seneschal, EPD, Media Liaison and other departments as needed.

### **The Watch:**

1. Notify the Autocrat Staff of the type of severe weather and time frame, if possible. 2. Consider notification, preparation, and level of response for assistance to the populace.
3. Prepare for additional possibilities; rain can lead to flooding, heavy winds can damage tents, freezing weather can cause people to go indoors, etc.

**Autocrat:**

1. Report to The Watch and consult with EPD and The Watch as to a course of action and level of response needed.
2. Notify the Kingdom Seneschal
3. Should work with the Kingdom Seneschal to contact the site owner if mundane agencies need to get involved.
4. Contact Civil Services, if necessary, after discussion with the Owner and Kingdom Seneschal.
5. Should liaison with the Social Media Representative to keep that department apprised of the ongoing situation.

**All Departments:** Should check-in with The Watch for possible assignment of duties.

\*Note: In the event of severe lightening, the populace should seek shelter away from tents with metal poles, Hasting's Field and tall trees. With freezing conditions, individuals with concerns who request temporary shelter should be housed in the Main Hall, as many as possible. If further actions are needed see the Evacuation Plan.

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## **Evacuations**

In the event that there is cause to evacuate all or part of the site, then it will be the charge of all staff to see to the safe evacuation of the populace in their area in a calm and safe manner. Evacuations may be called for any number of possible events and be either localized or general site evacuation.

Departments: Watch, Autocrat, EPD, Social Media Liaison and other departments as needed.

\*Note – the safety of human life takes precedence over property. In the event of an evacuation, people are advised to take their critical belongings that are easily and quickly accessible only, (identification, wallet, keys, cell phone, necessary meds, etc...)

**Autocrat:**



1. Once a threat is determined, establish the scope and range of the evacuation to be called.
2. If this is a total site evacuation, follow the instructions of mundane authorities; if partial site evacuation, contact the Kingdom Seneschal, who will contact Society.
3. Contact mundane authorities for additional support if needed.
4. Mobilize support from departments to shuttle people to parking.
5. Establish an “exit only” policy for the site for all roads, except for emergency vehicles.
6. Should liaison with the Social Media Representative to keep that department apprised of the ongoing situation.

**Watch:**

1. Follow the direction of the Autocrat and the Kingdom Seneschal.
2. Begin localized evacuations as determined by the Autocrat and Kingdom Seneschal.
3. The Watch should station a person with a Radio in the Main Hall, Bede Hall, the Dungeon and at the Condo’s if they are used as an emergency shelter.
4. Assign other departments to man intersections and establish a “shuttle” service to points in the parking area.
5. Be prepared to move Operations to an alternate location if needed.

**Emergency Preparedness:**

1. Be prepared to Liaison with Autocrat, Watch, staff and mundane authorities.
2. Assist in any capacity to facilitate the safe relocation of the populace.

**Other Departments:**

1. Check in either in person or via the radio following the Emergency Radio Protocol for reassignment of duties
2. Be prepared to assist as per instructions

As always, all Staff should check-in to see how they may assist. There are too many variables to accurately and efficiently classify and categorize delegation of duties. Staff will have to remain flexible and adaptive.

\*It should be stressed that should an event of this magnitude occur, mundane authorities will have the final say in all matters.

\*\*In the event of Shelter Operations being needed, it will be impossible for all of the populace to inhabit the Main Hall, Condos, Dungeon, Bede Hall (except during flooding), Green Dragon, class tents that are still serviceable and various cabins. However, there are additional private buildings on site that should be accessed if needed. Every effort should be made to accommodate as many people, as possible, that wish to seek shelter.

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**Populace Emergency Notification**  
**(PEN)**

In the event that the populace needs to be notified of an impending emergency such as severe weather, it is the duty of the staff to effectively and efficiently notify the populace and all staff of the emergent situation. A simple system will be established to warn the populace that a state of emergency is active and to be on alert.

Departments: Kingdom Seneschal, Autocrat staff, The Watch, EPD, Social Media Liaison and other staff as needed. Utilize Cry Heralds and App as necessary.

**Autocrat and Kingdom Seneschal:**

1. Should be notified of the emergent situation, impending or otherwise
2. Be available at The Watch
3. Decide on what you want to say and how to say it. Create a Unified Statement to be used. Try to include as much information as currently possible.
4. Should liaison with the Social Media Representative to keep that department apprised of the ongoing situation.

**The Autocrat:**

1. Send out the agreed upon statement with directions.
2. Radio Procedures; instruct all Departments which channel to tune their radios to for further information. The Autocrat Staff, The Watch, and Emergency Preparedness will be relocated to Channel 1 and all other support staff will be relocated to channel 2. Any non-essential radio traffic is prohibited until the resolution of the crisis.
3. Two individuals should be assigned to operate the respective channels and assist in documenting radio traffic. The Operator #2 should be Watch commander and go channel by channel and instruct everyone that we are activating the emergency radio protocol and to go to channel 2 for further instructions. Operator #1 should keep detailed logs of who has reported in, along with their department and radio # and location. A timeline of all actions and activities should be maintained for this response. This will assist staff and local law enforcement should the response remain ongoing.
4. Working with The Autocrat staff delegate your resources to help notify the Populace; use golf carts, give directions, use established social media for notification and use site runners if safely possible.
5. See to the further monitoring and further notifications of the populace should they be necessary, attention to heralds, apps, and dept head cell phones.

\*note – In the event of a catastrophic loss of power or cell coverage to the site or other disaster, the radios will maintain their ability to broadcast and receive as they are not reliant upon a base station or a tower to relay their signal. They will last until power drains from the unit. The lower Channels work best for Kings Arrow Ranch.

## **Relocation of The Watch/Operations**

### **Re-Establishing a Command Center**

\*The Watch may need to be moved due to damage of the building or distance to the situation.

In the event of severe weather, The Watch should relocate to The Green Dragon, Main Hall, Dungeon or other permanent structure (not any trailer or Bede Hall) for continued operations. In the event of site evacuation, The Main Hall or the lobby of the hotel may serve as a base of operations.

Departments: Kingdom Seneschal, Autocrat, Watch, EPD, Social Media Liasion and any other Departments.

#### **The Autocrats:**

1. Notify all Personnel by Radio that The Watch has moved giving new location. 2. Move as much equipment; including radios, chargers, tables, chairs, and instruments of documentation to new location.
3. Leave a note/message board at current location stating where you have moved and giving directions.

#### **Emergency Preparedness:**

1. Help The Watch and Autocrat to find alternate locations.
2. Assist transfer of locations.
3. Help insure the continued flow of services throughout the relocation and the situation.

#### **Autocrat:**

1. Notify the Kingdom Seneschal.
2. Should liaison with the Social Media Representative to keep that department apprised of the ongoing situation.
3. Should have a member of the Autocrat On Duty Staff at the current Operations location and at the new Operations location to handle situations as they arise.

## On Site Death

In the event of an on-site death, regardless of cause, it will warrant the immediate involvement of mundane authorities. It is the responsibility of the Watch to respond in a coordinated manner with the Autocrat. The Autocrat will contact Emergency personnel and the Kingdom Seneschal will notify the family. Autocrat will coordinate with Watch for safe and clear access for transport of the patient/body. The end goal and the responsibility is to provide support for mundane authorities and the family.

Departments: Autocrat, Watch, and other departments as necessary

### **First Person on Scene as Event Staff:**

1. If you know CPR begin resuscitation immediately.
2. Contact the Watch on an alternate channel or get help immediately but do not leave the patient/body alone. (Do not broadcast on a main channel.)
3. Try to preserve the scene for mundane authorities.
4. Once you have done the above, leave body *as is* and follow directions of Autocrat, Kingdom Seneschal, and mundane authorities.

### **The Watch:**

1. NO DEATH information or PERSONAL information should be given out over an open radio. Use of cell phones is recommended.
2. Secure the area; no person in or out with the patient/body except if a self-identified Medical Responder is given permission by; patients family or the Autocrat until EMS or Police arrive.
3. Notify the Autocrat on an alternate channel or cell phone that an apparent death has occurred. Give the location and any pertinent information.
4. As the EMS and/or Police will need mundane information about the person work with Troll to get the on-site emergency contact for the patient/body, mundane name, address and any other relevant information.
5. Should maintain contact with the person on scene.
6. Should notify the gate(s) that an Emergency Vehicle is expected and see to the dispatch of a golf cart/vehicle(s) to assist with guidance to the scene or to help clear the roads for access to the scene.\*

### **Autocrat:**

1. The Gulf Wars Autocrat should be informed as soon as possible.
2. Autocrat should notify the Kingdom Seneschal.
3. Should notify mundane authorities.

\* Note: it may be necessary to dispatch a golf cart/vehicle to each gate. It does not have to be a Watch Cart that goes to a gate, but it is the responsibility of the

Watch to make sure that both gates are covered, if necessary, and that a competent individual is willing to safely assist the mundane authorities on and off of the site.

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## **BOMB SCARE**

*This protocol calls for strict radio & cell phone silence.*

\*Use the Bomb Procedures Action List on the next page.

\*\*In the event of a credible report or threat of a bomb or a suspicious package which is suspected of being a bomb, ALL STAFF should immediately cease any and all radio communications and first on-scene staff should evacuate the immediate area.

\*\*\*If a suspicious package or bomb is found follow the directions below. Use the Bomb Threat Procedures List on the next page.

Departments: The Watch, Autocrat (s), Emergency Preparedness and Media Liaison

### **The Watch:**

1. Should use the Bomb Threat Procedures on the next page.
2. Should immediately cease any and all radio communications near the possible location.
3. Should immediately take charge of the evacuation of the immediate area. Do so in a calm and reasonable manner. Do not act panic as this may cause others to panic.
4. Should establish a large perimeter (as large as possible) to keep the populace out of the immediate area and maintain the largest distance possible.
5. Leave the immediate area and contact the Gulf Wars Autocrat. Utilize runners to convey any and all messages until the situation is clear.

### **Autocrat Staff:**

**Though Radios and cellphones are in wide use on site by all participants, individuals near the possible Bomb location should not use any electronic devices until the situation is cleared.**

1. Utilize runners for communications.
2. Contact mundane authorities and follow directions
3. Remove everyone away from the site of the Bomb, leave the immediate area and utilize a cell phone or utilize the nearest land-line to contact the Sherriff's Office.
4. Prepare for mundane responders.

\* Note: it may be necessary to dispatch a golf cart/vehicle to each gate. It does not have to be a Watch Cart that goes to a gate, but it is the responsibility of the Watch to make sure that both gates are covered, if necessary, and that a competent individual is willing to safely assist the mundane authorities on and off of the site.

## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

### If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

## WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

## BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

### Exact Words of Threat:

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### Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

### Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Skurred
- Soft
- Stutter

### Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

### Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

### Other Information:

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Homeland  
Security

## **Catastrophic Event**

\*For Gulf Wars the term "Catastrophic Event" means any natural disaster, act of terrorism, or other man-made disaster that results in extraordinary levels of damage or disruption severely affecting the populace, event infrastructure, environment or functions in the area.

\*\*It goes without saying that a Catastrophic Event may involve mundane authorities.

\*\*\*In the event of an emergency of a magnitude to be a Catastrophic Event, many departments will be called upon for help for assisting individuals, search and rescue, debris removal for emergency access, crowd control, and any and all other assistance that is deemed necessary for the successful resolution of the event. The natural urge is to "go out and help". Our organization is filled with individuals who want to help. Please remember that safety is the first priority.

Departments: Kingdom Seneschal, Autocrat staff, Watch, Social Media Liaison, and all others.

### **First on Scene of Event Staff:**

1. Contact the Watch and report the situation, including location, type of emergency, numbers of persons involved and remain in contact until assistance arrives.

### **The Watch:**

1. Contact the Autocrat.
2. The Autocrat contact 911 to notify of the situation & request help.
3. Contact Kingdom Seneschal
4. Activate the Emergency Radio Protocol and Evacuations Protocols.
5. Secure a perimeter around the affected area if there is further danger.
6. Use various departments or Volunteers to safely assist with road safety, directions, crowd control, etc. and to provide additional manpower.
7. Establish a staging area for additional Gulf War resources; personnel, supplies, and equipment if needed.

### **Autocrat Staff:**

1. Report to the scene or Watch
2. If The Watch has not contacted 911, do so now.
3. Keep the Media Liaison officer informed and send to the front gate and remind anyone who shows up that this is private property and must have the land owners permission to enter.



## **Media Relations**

1. Watch or Autocrat will keep media officer informed

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Utilize your resources! Many individuals will have a basic medical knowledge or better and volunteer to help. The SCA does not have a medical office but Good Samaritans are a great part of our country.

\* Note: it may be necessary to dispatch a golf cart/vehicle to each gate. It does not have to be a Watch Cart that goes to a gate, but it is the responsibility of the Watch to make sure that both gates are covered, if necessary, and that a competent individual is willing to safely assist the mundane authorities on and off of the site.

## **Procedural Control and Order of Law:**

1. Society Seneschal
2. Kingdom Seneschal 1. Mundane Law
3. Autocrats 2. Corpora
4. Watch 3. Kingdom Law
5. Keep staff informed and Media 4. Gulf Wars Policy & Regulation

## **Location and Confirmation of Emergency Plan**

The Autocrat(s), Watch Commander, and EPD Head must be provided electronic and printed copies prior to each War. Upon receipt of these copies, the Autocrat(s), Watch Commander, and EPD Head must acknowledge receipt and confirm that the Emergency Plan has been read.

An electronic copy shall be posted to each department head. Each department head is required to confirm receipt and that they have read the current Emergency Plan.

A copy should be available in the Watch shack at all times; the Watch Commander is responsible for making certain a copy is available in the Watch shack at all times.

(updated 2020 for Gulf Wars 29)