



Ready Business

Prepare. Plan. Stay Informed.



Homeland
Security



Section 1: Course Overview

- Welcome
- Course Goals
- Introductions

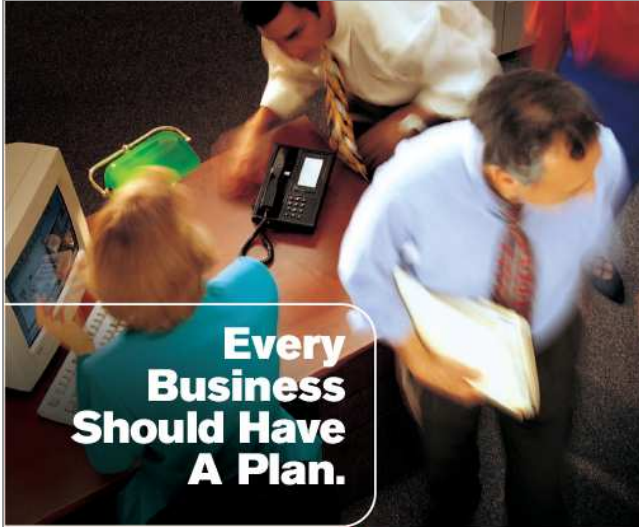


Homeland
Security




Section 2: Why Plan?

- Declared major disasters more than doubled in recent years
- About 25% of businesses do not reopen following a major emergency. (Source: Institute for Business and Home Safety)



Every Business Should Have A Plan.

 **Homeland Security**
www.ready.gov

Section 2: Why Plan?

Who is at Risk?

- Small to medium-sized businesses are often most susceptible to the long term affects of an emergency
- Small businesses are a vital part of the U.S. economy
 - 99% of all employers
 - 75% of all net new jobs
 - 97% of all U.S. exporters



With ready.gov, the business you've worked so hard to build can be as prepared as possible should a disaster strike. Download free, easy-to-use checklists, templates and other resources to help you develop an affordable plan. Protect your life's work—start or update your plan today.



Becoming a success is hard work. Protecting it isn't. www.ready.gov



Homeland
Security



Section 2: Why Plan?

Indirect Affect

- A business can be hurt indirectly when an emergency occurs with your customer base, vendor, supply chain or distributor



Every Business Should Have A Plan.

 **Homeland Security**

Be Informed.
Do you know what kind of emergencies might affect your company?
Do you know what you will do in an emergency situation?

Develop a Business Continuity Plan.
Do you know which staff, personnel and equipment are absolutely necessary to keep operating?
Do you have back-up plans for those operations?
Do you know what you will do if your building or plant is not accessible?
Do you know what you will do if your supplies are impacted by a disaster?
Are you ready for utility disruptions?

Prepare your Emergency Plan.
Do you have an evacuation and shelter-in-place plan?
Do you have a plan to communicate with employees before, during and after an incident?
Do you have copies of building and site maps with utility and emergency routes marked?
Are your employees trained for medical emergencies?

Practice the Emergency Plan.
Have you practiced your plan recently?
Do you practice and coordinate with other businesses at your building or industrial complex?
Have you reviewed your plans in the last 12 months?

Review Insurance Coverage.
Have you reviewed your insurance coverage recently to see if you're covered in a disaster?

Secure Your Facility and Equipment.
Have you secured all the wires, pipes, products and supplies that enter your building?
Have you conducted a room-by-room walk through to determine what can be shut off or down?

Improve Cyber Security.
Do you regularly time-gate to your software?
Have you initiated a firewall on your computer?
Do you regularly update your antivirus software?

Promote Family and Individual Preparedness.
Do you encourage employees to have a personal emergency supply kit and a family communication plan?

If you answered "No" to any of these questions, visit www.ready.gov and learn how to better prepare your business.



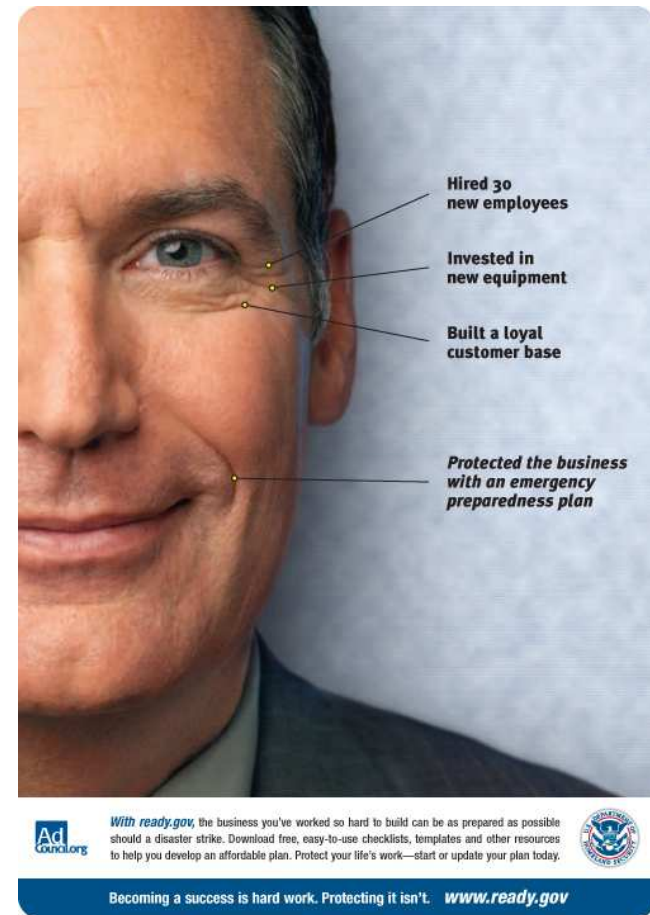
Homeland Security



Section 2: Why Plan?

Constraints of Preparedness

- Often businesses believe they do not have the time, workforce or money to prepare their business
- Too much emphasis is placed on dramatic, worst-case scenarios – as if these were the only possible disasters which may occur



Hired 30 new employees

Invested in new equipment

Built a loyal customer base

Protected the business with an emergency preparedness plan

Ad Council.org

With ready.gov, the business you've worked so hard to build can be as prepared as possible should a disaster strike. Download free, easy-to-use checklists, templates and other resources to help you develop an affordable plan. Protect your life's work—start or update your plan today.

Becoming a success is hard work. Protecting it isn't. www.ready.gov



Homeland
Security



Section 2: Why Plan?

- Preparedness enhances recovery from:
 - ✓ Business disruption
 - ✓ Financial losses
 - ✓ Loss of market share
 - ✓ Damages to capital assets equipment or inventory
- Preparedness bolsters:
 - ✓ Business' security
 - ✓ Creditability with customers, vendors, supply chain and the community




Landed a major client

Expanded to a bigger space

Built a loyal customer base

Protected the business with an emergency preparedness plan

 With ready.gov, the business you've worked so hard to build can be as prepared as possible should a disaster strike. Download free, easy-to-use checklists, templates and other resources to help you develop an affordable plan. Protect your life's work—start or update your plan today. 

Becoming a success is hard work. Protecting it isn't. www.ready.gov

Section 3: Planning Makes Sense

- An October 2005 survey by The Advertising Council found:
 - 92% of businesses say it is very or somewhat important take steps to prepare for an emergency
 - 88% agreed having a emergency plan would makes sense
 - 39% said they actually had a plan in place



Upgraded the business' servers

Warded off the latest viruses

Led company-wide software install

Protected the company with an emergency preparedness plan

 With ready.gov, the IT infrastructure you've worked so hard to build can be as prepared as possible should a disaster strike. Download free, easy-to-use checklists, templates and other resources to help you develop an affordable plan. Protect your networks and data—start or update your plan today. 

Becoming a success is hard work. Protecting it isn't. www.ready.gov



Homeland
Security



Discussion Time

Define & discuss what would be an
emergency to your business

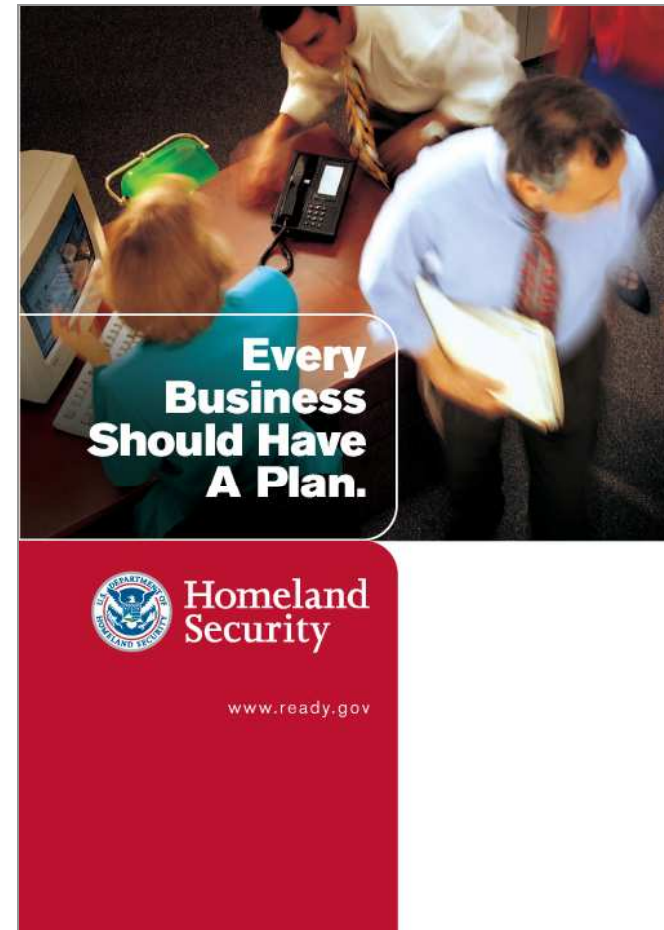


Homeland
Security



Section 4: Three Steps

- 1) **PLAN** to stay in business
- 2) **TALK** with your people
- 3) **PROTECT** your investment



Section 4: Three Steps

Plan to Stay in Business

- Know the potential emergencies
- Assess how your company functions
- Protect your employees -- your most important and valuable asset
- Think first about the basics (water, shelter, clean air, warmth)
- Provide for sheltering-in-place or evacuation measures
- Fire is the most common business emergency
- Prepare for medical emergencies, encourage basic first aid and CPR training



Section 4: Three Steps

Talk to Your People

- Include people from all levels in emergency planning
- Use drills and exercises
- Encourage employees and their families to
 - Get an emergency supply kit
 - Make a family emergency plan and
 - Be informed of the potential emergencies that can happen in their area



Section 4: Three Steps

Talk to Your People

- Detail how you will be in contact with employees, customers and others
- Plan for persons in your organization who will require special assistance during an emergency
- Understand that people who have experienced a disaster may have special recovery needs



**Homeland
Security**



Section 4: Three Steps

Protect Your Investment


- Meet with your insurance provider to understand coverage, as insurance policies vary
- Prepare for utility outages and disruptions
- Secure physical assets
- Assess the HVAC system to improve indoor air quality
- Protect your data and information technology systems



Section 5: What are the Costs?

NO COST SOLUTIONS

- Meet insurance provider to review current coverage.
- Create evacuate and shelter-in-place plans.
- Practice your emergency plan frequently.
- Talk with your people about the company's disaster plans.

 **READY.GOV**
U.S. Department of Homeland Security

What Are The Costs?

The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify backup options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your records and critical data. Keep a copy offsite.

More than \$500


- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and backup options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan.
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid and CPR training.



Section 5: What are the Costs?

NO COST SOLUTIONS

- Create an emergency contact list.
- Create a list of critical business contractors
- Know what kinds of emergencies might affect your company

 **READY.GOV**
U.S. Department of Homeland Security

What Are The Costs?

The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify backup options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your records and critical data. Keep a copy offsite.

More than \$500


- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and backup options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan.
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid and CPR training.



Section 5: What are the Costs?

NO COST SOLUTIONS

- Decide what you will do if your building is unusable.
- Create a list of inventory and equipment
- Plan for utility service alternatives
- Promote family and individual preparedness within your business

 **READY.GOV**
U.S. Department of Homeland Security

What Are The Costs?

The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify backup options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your records and critical data. Keep a copy offsite.

More than \$500


- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and backup options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan.
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid and CPR training.



Section 5: What are the Costs?

COSTS UNDER \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, individuals might want to consider keeping in a workplace emergency kit
- Set up a telephone call tree, password-protected web page to communicate with employees
- Encourage employee to take first aid, CPR and CERT training

 **READY.GOV**
U.S. Department of Homeland Security

What Are The Costs?

The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify backup options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your records and critical data. Keep a copy offsite.

More than \$500


- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and back-up options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan.
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid and CPR training.



Section 5: What are the Costs?

COSTS UNDER \$500

- Use and update computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment.
- Elevate valuable inventory and electric machinery off the floor in case
- If applicable, make sure your building's HVAC system is working
- Back up your records and critical data. Keep a copy offsite.

 **READY.GOV**
U.S. Department of Homeland Security

What Are The Costs?

The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify backup options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your records and critical data. Keep a copy offsite.

More than \$500


- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and backup options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan.
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid and CPR training.



Section 5: What are the Costs?

COSTS OVER \$500

- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and back-up options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.

 **READY.GOV**
U.S. Department of Homeland Security

What Are The Costs?

The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify backup options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your records and critical data. Keep a copy offsite.

More than \$500


- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and back-up options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan.
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid and CPR training.



Section 5: What are the Costs?

COSTS OVER \$500

- Consider a security professional to evaluate your emergency plan
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid, CPR and CERT training.

 **READY.GOV**
U.S. Department of Homeland Security

What Are The Costs?

The following will give you an idea of what it may cost to develop a disaster protection and business continuity plan. Some of what is recommended can be done at little or no cost. Use this list to get started and then consider what else can be done to protect your people and prepare your business.

No Cost

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate and shelter-in-place. Practice the plans.
- Talk to your people about the company's disaster plans. Two-way communication is central before, during and after a disaster.
- Create an emergency contact list, include employee emergency contact information.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally.
- Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify backup options.
- Promote family and individual preparedness among your co-workers. Include emergency preparedness information during staff meetings, in newsletters, on company intranet, periodic employee emails and other internal communications tools.

Under \$500

- Buy a fire extinguisher and smoke alarm.
- Decide which emergency supplies the company can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the company website, an email alert or a call-in voice recording to communicate with employees in an emergency.
- Provide first aid and CPR training to key co-workers.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and well-maintained.
- Back up your records and critical data. Keep a copy offsite.

More than \$500

- Consider additional insurance such as business interruption, flood or earthquake.
- Purchase, install and pre-wire a generator to the building's essential electrical circuits. Provide for other utility alternatives and back-up options.
- Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
- Make sure your building meets standards and codes. Consider a professional engineer to evaluate the wind, fire or seismic resistance of your building.
- Consider a security professional to evaluate and/or create your disaster preparedness and business continuity plan.
- Upgrade your building's HVAC system to secure outdoor air intakes and increase filter efficiency.
- Send safety and key emergency response employees to trainings or conferences.
- Provide a large group of employees with first aid and CPR training.



Discussion Time

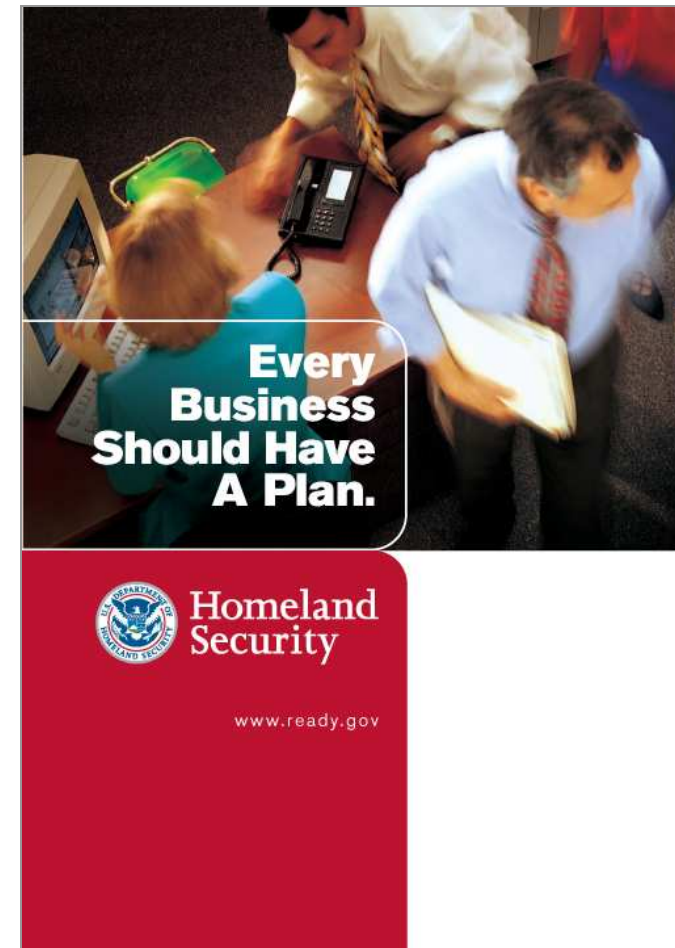
What are other types of no cost or low cost solutions?

What are the resources in your community which can also provide or enhance for emergency planning?




Section 6: Make a Plan

- *Ready Business* provides a Sample Emergency Plan and worksheets which will guide you through a basic framework of an emergency plan
- As all businesses differ in size, scope and situation, so will an emergency plan.



Section 6: Make a Plan

- **PLAN** to Stay in Business
 - ✓ Secure your primary business location
 - ✓ Select an alternate business location
 - ✓ Select a primary crisis manager & spokesperson
 - ✓ Create emergency contact information and procedures

 **READY.GOV**
U.S. Department of Homeland Security

Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name	Business Name
Address	Address
City, State	City, State
Telephone Number	Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact	Secondary Emergency Contact
Telephone Number	Telephone Number
Alternative Number	Alternative Number
E-mail	E-mail

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire

Insurance Provider




Section 6: Make a Plan

BE INFORMED

- What natural and man-made disasters could impact your business?

CREATE AN EMERGENCY PLANNING TEAM

- Designate who will participate in emergency planning and crisis management

 **READY.GOV**
U.S. Department of Homeland Security

Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name _____	Business Name _____
Address _____	Address _____
City, State _____	City, State _____
Telephone Number _____	Telephone Number _____

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact _____	Secondary Emergency Contact _____
Telephone Number _____	Telephone Number _____
Alternative Number _____	Alternative Number _____
E-mail _____	E-mail _____

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency _____

Non-Emergency Police/Fire _____

Insurance Provider _____



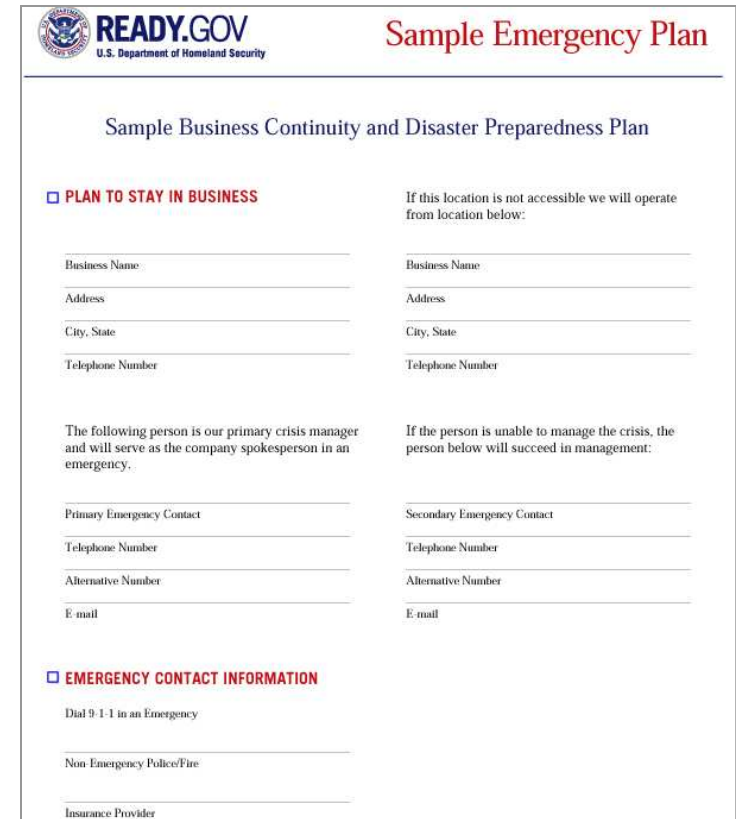
Section 6: Make a Plan

PLAN TO COORDINATE WITH OTHERS

- Who from neighboring businesses and our building management will participate with your emergency planning team

INVENTORY CRITICAL OPERATIONS

- Create a prioritized list of critical operations, staff and procedures you need to recover from a disaster
- Create an operation staff in charge action plan



READY.GOV
U.S. Department of Homeland Security

Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name	Business Name
Address	Address
City, State	City, State
Telephone Number	Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact	Secondary Emergency Contact
Telephone Number	Telephone Number
Alternative Number	Alternative Number
E-mail	E-mail

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire

Insurance Provider

Section 6: Make a Plan



CONSIDER SUPPLIERS AND CONTRACTORS

Primary Supply Source:

List companies which are your suppliers, vendors or contractors.

Emergency information should include:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

Secondary Supply Source:

If this company experiences a disaster, your business will obtain supplies/materials from the following:

Company Name: _____


Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

 **Sample Emergency Plan**

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name: _____	Business Name: _____
Address: _____	Address: _____
City, State: _____	City, State: _____
Telephone Number: _____	Telephone Number: _____

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact: _____	Secondary Emergency Contact: _____
Telephone Number: _____	Telephone Number: _____
Alternative Number: _____	Alternative Number: _____
E-mail: _____	E-mail: _____

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire: _____

Insurance Provider: _____



Discussion Time

Have you considered
what you will do in specific
emergency scenarios?




Homeland
Security



Section 7: Talk To Your People

Emergency Supply Kits

- Talk to your employees about what emergency supplies your business can feasibly provide
- Encourage employees to create portable emergency supply kits at their workstations


 READY.GOV U.S. Department of Homeland Security		Emergency Supplies
Emergency Supplies		
Talk to your co-workers about what emergency supplies the company can feasibly provide, if any, and which ones individuals should consider keeping on hand. Recommended emergency supplies include the following:		
Water	amounts for portable kits will vary. Individuals should determine what amount they are able to both store comfortably and to transport to other locations. If it is feasible, store one gallon of water per person per day, for drinking and sanitation	
Food	at least a three-day supply of non-perishable food	
Battery-powered radio and extra batteries		
Flashlight and extra batteries		
First Aid kit		
Whistle	to signal for help	
Dust or filter masks	readily available in hardware stores, which are rated based on how small a particle they filter	
Moist towelettes	for sanitation	
Wrench or pliers	to turn off utilities	
Can opener	for food (if kit contains canned food)	
Plastic sheeting and duct tape	to "seal the room"	
Garbage bags and plastic ties	for personal sanitation	



Section 7: Talk To Your People

EMERGENCY SUPPLY KIT

- Ready.gov recommends the following emergency supplies to be including in any emergency kit:
 - **Water**
 - **Food**
 - **Battery-powered radio and extra batteries**
 - **Flashlight and extra batteries**
 - **First Aid kit**
 - **Whistle** to signal for help
 - **Dust or filter masks**
 - **Moist towelettes** for sanitation
 - **Wrench or pliers** to turn off utilities
 - **Can opener** for food (if kit contains canned food)
 - **Plastic sheeting and duct tape** to "seal the room"
 - **Garbage bags and plastic ties** for personal sanitation

 **READY.GOV**
U.S. Department of Homeland Security

Emergency Supplies

Emergency Supplies

Talk to your co-workers about what emergency supplies the company can feasibly provide, if any, and which ones individuals should consider keeping on hand. Recommended emergency supplies include the following:


Water , amounts for portable kits will vary. Individuals should determine what amount they are able to both store comfortably and to transport to other locations. If it is feasible, store one gallon of water per person per day, for drinking and sanitation
Food , at least a three-day supply of non-perishable food
Battery-powered radio and extra batteries
Flashlight and extra batteries
First Aid kit
Whistle to signal for help
Dust or filter masks , readily available in hardware stores, which are rated based on how small a particle they filter
Moist towelettes for sanitation
Wrench or pliers to turn off utilities
Can opener for food (if kit contains canned food)
Plastic sheeting and duct tape to "seal the room"
Garbage bags and plastic ties for personal sanitation



Section 7: Talk To Your People

MAKE AN EVACUATION PLAN

- Collaboration with neighboring businesses and building owners
- Post evacuation routes in clear view of workplace
 - ✓ Ensure building exits are clearly marked
 - ✓ Exercise the plan, practice evacuation procedures several times a year, if not monthly

 **READY.GOV**
U.S. Department of Homeland Security

Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name _____	Business Name _____
Address _____	Address _____
City, State _____	City, State _____
Telephone Number _____	Telephone Number _____

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact _____	Secondary Emergency Contact _____
Telephone Number _____	Telephone Number _____
Alternative Number _____	Alternative Number _____
E-mail _____	E-mail _____

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency _____

Non-Emergency Police/Fire _____


Insurance Provider _____



Section 7: Talk To Your People

MAKE AN EVACUATION PLAN

- Establish what employees should do if they should need to leave the workplace quickly
 - ✓ Is there a warning system?
 - ✓ Where is the assembly site?
 - ✓ Who will shut down the business?
 - ✓ Who will issue the all clear to return to work?

 **READY.GOV**
U.S. Department of Homeland Security

Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name _____	Business Name _____
Address _____	Address _____
City, State _____	City, State _____
Telephone Number _____	Telephone Number _____

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact _____	Secondary Emergency Contact _____
Telephone Number _____	Telephone Number _____
Alternative Number _____	Alternative Number _____
E-mail _____	E-mail _____

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency _____

Non-Emergency Police/Fire _____


Insurance Provider _____



Section 7: Talk To Your People

MAKE A SHELTER IN PLACE PLAN

- Establish shelter in place procedure to include the following:
 - ✓ Creating a warning system.
 - ✓ Where is Shelter in place location?
 - ✓ Where will employees go in a “Seal the Room” situation?
 - ✓ Who will shut down the business?
 - ✓ Who will issue the all clear to return to work?

 **READY.GOV**
U.S. Department of Homeland Security

Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name _____	Business Name _____
Address _____	Address _____
City, State _____	City, State _____
Telephone Number _____	Telephone Number _____

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact _____	Secondary Emergency Contact _____
Telephone Number _____	Telephone Number _____
Alternative Number _____	Alternative Number _____
E-mail _____	E-mail _____

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency _____

Non-Emergency Police/Fire _____


Insurance Provider _____



Section 7: Talk To Your People

MAKE A SHELTER IN PLACE PLAN

- Outreach to employees about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals may consider keeping in a workplace emergency supply kit
- Exercise sheltering in place several times a year

 **READY.GOV**
U.S. Department of Homeland Security

Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from location below:

Business Name _____	Business Name _____
Address _____	Address _____
City, State _____	City, State _____
Telephone Number _____	Telephone Number _____

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

Primary Emergency Contact _____	Secondary Emergency Contact _____
Telephone Number _____	Telephone Number _____
Alternative Number _____	Alternative Number _____
E-mail _____	E-mail _____

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency _____

Non-Emergency Police/Fire _____


Insurance Provider _____



Section 7: Talk To Your People

CONSIDER EMPLOYEE COMMUNICATIONS

- Who will you communicate your emergency plans with employees?
- In the event of a disaster, how will you communicate with employees?
- Do you have a list of emergency numbers of all of your employees? Is this located off-site?



Sample Emergency Plan

Sample Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

Business Name: _____

Address: _____

City, State: _____

Telephone Number: _____

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

Primary Emergency Contact: _____

Telephone Number: _____

Alternative Number: _____

E-mail: _____

If this location is not accessible we will operate from location below:

Business Name: _____

Address: _____

City, State: _____

Telephone Number: _____

If the person is unable to manage the crisis, the person below will succeed in management:

Secondary Emergency Contact: _____

Telephone Number: _____

Alternative Number: _____

E-mail: _____

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire: _____

Insurance Provider: _____



Section 7: Talk To Your People

ANNUAL REVIEW

- Mark a date each year you review and update your business emergency plan
- Exercise the plan several times a year. Incorporate key messages in new employee orientation
- Encourage employees to take steps to prepare themselves and their families for an emergency by getting a home emergency supply kit, creating a family emergency plan and staying informed about the types of emergencies that can happen in their area




Section 8: Protect Your Investment



Insurance Coverage Discussion

- ✓ What type of insurance do you have?
- ✓ Record the policy numbers which cover your business
- ✓ Know what type of deductible you have
- ✓ Know your policy limits
- ✓ Review frequently the type of coverage you have acquired. Does it cover floods or earthquakes?
- ✓ Are there measures or additional insurance you require to keep you open for business in the event of an emergency

 **READY.GOV**
U.S. Department of Homeland Security.

Insurance Discussion Form

Open for Business Worksheet
Insurance Coverage Discussion Form

Use this form to discuss your insurance coverage with your agent. Having adequate coverage now will help you recover more rapidly from a catastrophe.

Insurance Agent: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

INSURANCE POLICY INFORMATION

Type of Insurance	Policy No.	Deductibles	Policy Limits	Coverage (General Description)

Do you need Flood Insurance? Yes ___ No ___
Do you need Earthquake Insurance? Yes ___ No ___
Do you need Business Income and Extra Expense Insurance? Yes ___ No ___

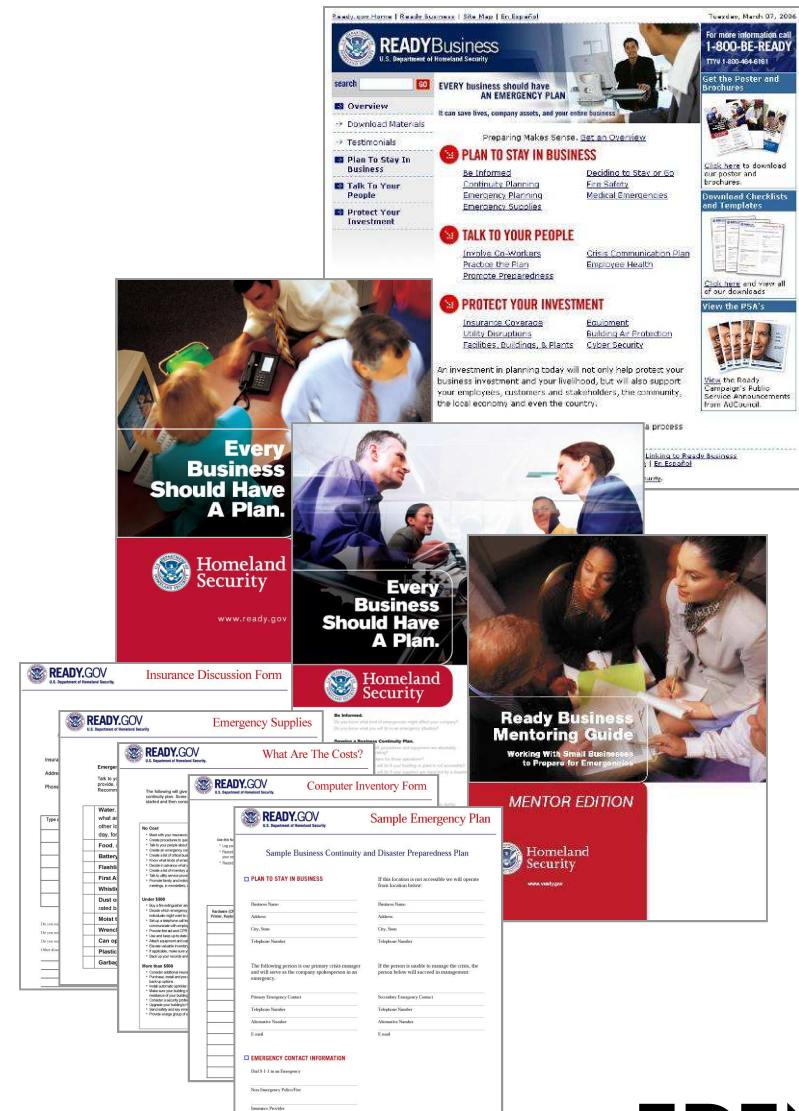
Other disaster-related insurance questions:



Resources Available to Employers



- *Ready Business* resources to encourage business owners and operator to prepare for an emergency
- All *Ready Business* materials are available to download at www.ready.gov
- Selected *Ready Business* brochures are available to order by phone at 800-BE-READY
- To learn how to mentor businesses and organizations on how prepare, visit the Extension Disaster Education Network at www.EDEN.lsu.edu

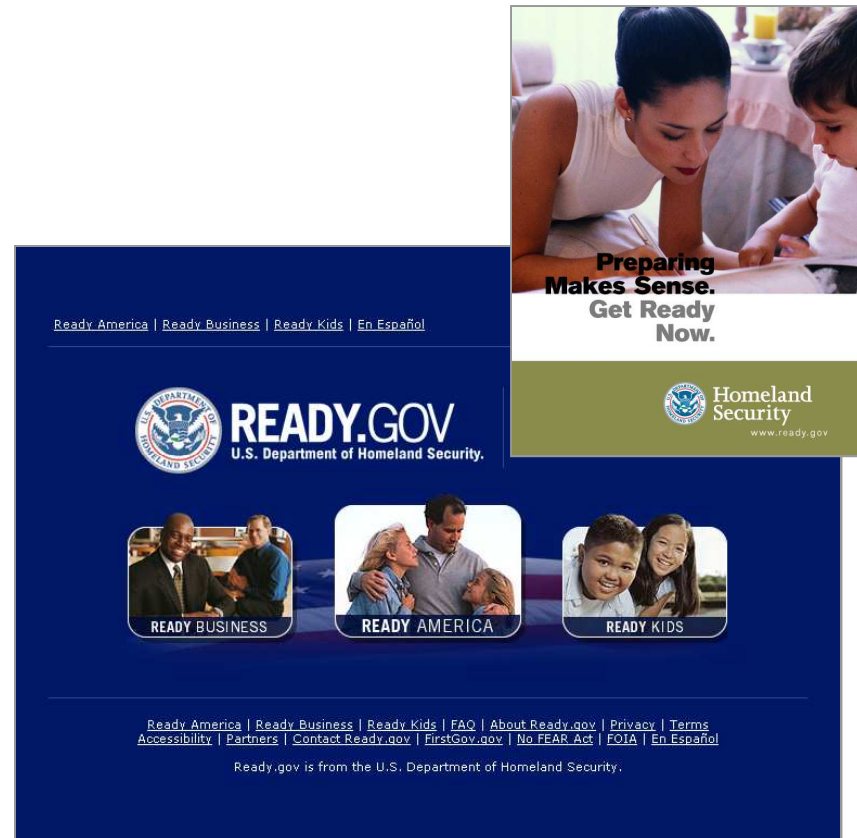


Homeland
Security




Resources Available to Employees


- *Ready America* resources to encourage employees and their families to prepare for an emergency
- All *Ready* materials are available to download at www.ready.gov
- Selected *Ready* brochures are available to order by phone at 800-BE-READY





Ready America | Ready Business | Ready Kids | En Español


 **READY.GOV**
U.S. Department of Homeland Security.

Preparing Makes Sense. Get Ready Now.

 Homeland Security
www.ready.gov

 READY BUSINESS

 READY AMERICA

 READY KIDS

[Ready America](#) | [Ready Business](#) | [Ready Kids](#) | [FAQ](#) | [About Ready.gov](#) | [Privacy](#) | [Terms Accessibility](#) | [Partners](#) | [Contact Ready.gov](#) | [FirstGov.gov](#) | [No FEAR Act](#) | [FOIA](#) | [En Español](#)

Ready.gov is from the U.S. Department of Homeland Security.

Get Prepared & Involved



- Visit the *Ready Business* section of www.ready.gov for additional information and materials to help prepare your employees, operations and assets for an emergency
- Share your business continuity plan and emergency procedures with your employees, customers and others; encourage them to prepare their own businesses
- Spread the word among your industry, vendors, supply chain, professional associations and customers



Homeland
Security





Ready Business

Prepare. Plan. Stay Informed.

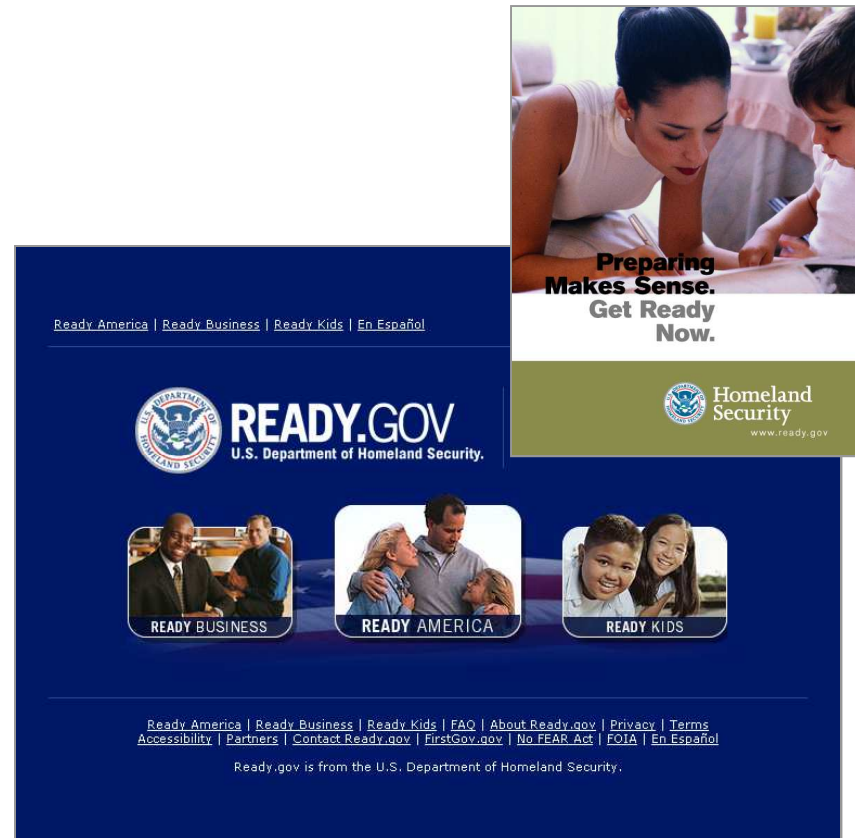


Homeland
Security




Resources Available to Employees


- *Ready America* resources to encourage employees and their families to prepare for an emergency
- All *Ready* materials are available to download at www.ready.gov
- Selected *Ready* brochures are available to order by phone at 800-BE-READY





Ready America | Ready Business | Ready Kids | En Español


 **READY.GOV**
U.S. Department of Homeland Security.

Preparing Makes Sense. Get Ready Now.

 Homeland Security
www.ready.gov

 **READY BUSINESS**

 **READY AMERICA**

 **READY KIDS**

[Ready America](#) | [Ready Business](#) | [Ready Kids](#) | [FAQ](#) | [About Ready.gov](#) | [Privacy](#) | [Terms Accessibility](#) | [Partners](#) | [Contact Ready.gov](#) | [FirstGov.gov](#) | [No FEAR Act](#) | [FOIA](#) | [En Español](#)

Ready.gov is from the U.S. Department of Homeland Security.

Emergency Preparedness



- Visit the *Ready Business* section of www.ready.gov for additional information and materials to help prepare your employees, operations and assets for an emergency
- Share your business continuity plan and emergency procedures with your employees, customers and others; encourage them to prepare their own businesses
- Become a National Preparedness Month Coalition member to promote Business Preparedness in your community
- Spread the word among your industry, vendors, supply chain, professional associations and customers



Homeland
Security





Ready Business

Prepare. Plan. Stay Informed.



Homeland
Security

