



## How to Create a Business EMERGENCY PREPAREDNESS PLAN

Disasters can happen anywhere at any time. And while you can't control these dangerous events, you can develop a plan to safeguard your business and the welfare of your employees. What does such a safety plan look like? Let's start with the basics.

### THE BASICS



#### PEOPLE

**Maintain** an up-to-date list of the names, phone numbers and email addresses of people critical to your business (employees, vendors, service suppliers, etc.).

**Keep** a hard copy (in case of a power outage or evacuation) and keep a copy in the cloud.



#### INSURANCE

**Meet** with your insurance advisor to make sure your coverage is appropriate for the types of disasters that could affect your area.

**Keep** a hard copy of your policy and keep one in the cloud.



#### MONEY

**Have** cash on hand to make change. Customers won't be able to use credit cards during power outages.

**List** numbers of financial accounts along with contact information. Keep a hard copy and a copy in the cloud.



#### SUPPLIES

**Maintain** a battery-operated or hand-crank radio in order to stay abreast of disaster information if power fails.

**Keep** fire extinguishers at clearly marked locations around your business. Ensure that every employee knows how to use an extinguisher.

**Have** on hand first aid kits appropriate for the size of your staff, as recommended by the American Red Cross ([www.redcross.org](http://www.redcross.org)). Make sure your employees know the location of these kits.



# BE PREPARED

## THE PLAN

Consider the types of emergencies (e.g., floods, tornadoes, wildfires, hurricanes or severe storms) most likely to happen where your business is located. Have written plans in place to deal with these emergencies and make sure that employees are thoroughly familiar with these plans.



### IF YOU NEED TO EVACUATE...

- Have your battery-operated or hand-crank radio with you for the latest news and alerts.
- Determine how you will evacuate employees, including those with special needs.
- Identify two or three possible routes (going in different directions) to safety.
- If members of your staff become separated, agree on a meeting place or number to call to reconnect.



### IF YOU ARE ADVISED TO SHELTER IN PLACE...

- Have your battery-operated or hand-crank radio close at hand for the latest news and alerts.
- Seek shelter in the lowest level of your establishment, such as a basement or storm cellar. If you don't have a basement, go to an inner hallway, a smaller inner room or a closet.
- Stay away from windows and glass doorways.
- Stay inside until you're certain the emergency has passed.

## THE AFTERMATH

- Do not return to your business or venture out before the area is declared safe by local officials.
- Use extreme caution in and around your location, immediately reporting downed electrical wires; the smell of gas; weakened walls, bridges, roads and sidewalks; and anything else that may pose a danger to people or property.
- Paul Davis stands ready to assist wherever and whenever there is a need for property damage services and restoration. For immediate help, call 1-888-473-7669.

## ADDITIONAL RESOURCES

- The Department of Homeland Security ([www.ready.gov](http://www.ready.gov)) offers a wealth of information about what to do before, during and after specific emergencies.
- The website of the American Red Cross ([www.redcross.org](http://www.redcross.org)) provides wide-ranging guidance regarding emergency preparedness.