

EMERGENCY PREPAREDNESS CHECKLIST FOR SMALL BUSINESSES

DO MORE THAN JUST HOPE

GRANT COUNTY EMERGENCY MANAGEMENT

**DEVELOPING AN EMERGENCY
PREPAREDNESS PLAN IS ONE OF
THE MOST IMPORTANT STRATEGIC
DECISIONS YOU WILL MAKE AS A
SMALL BUSINESS OWNER**

GRANT COUNTY EMERGENCY MANAGEMENT

CONSIDER THE FOLLOWING:

- HOW COULD A NATURAL, HUMAN CAUSED OR PUBLIC HEALTH EMERGENCY AFFECT YOUR, CUSTOMERS AND WORKPLACE?

GRANT COUNTY EMERGENCY MANAGEMENT

- HOW WOULD YOUR BUSINESS OPERATIONS CONTINUE?
- IF POWER WERE SHUT OFF, HOW WOULD YOU CONDUCT TRADE?
- IF YOUR MAIN VENDOR WAS UNAVAILABLE, WHO WOULD YOU CALL TO RE-STOCK INVENTORY?

GRANT COUNTY EMERGENCY MANAGEMENT

ASK YOURSELF THESE THREE QUESTIONS

1. HOW VULNERABLE WOULD YOUR BUSINESS BE IF A DISASTER OR OTHER EMERGENCY WOULD OCCUR?

GRANT COUNTY EMERGENCY MANAGEMENT

2. WHAT IS YOUR PLAN TO PROTECT THE BUSINESS AND ITS EMPLOYEES BEFORE, DURING AND AFTER AN EMERGENCY?

- **WHAT IS YOUR PLAN FOR THE CUSTOMERS WHO ARE IN YOUR STORE WHEN AN EMERGENCY/DISASTER OCCURS?**

GRANT COUNTY EMERGENCY MANAGEMENT

3. WHAT CAN YOU DO TO INTEGRATE
EMERGENCY PREPAREDNESS
PROCEDURES INTO YOUR WORK PLACE
CULTURE?

GRANT COUNTY EMERGENCY

MITIGATING VULNERABILITY IN YOUR BUSINESS

- KNOW YOUR REGION AND THE TYPES OF DISASTERS MOST LIKELY TO IMPACT YOUR BUSINESS
- WHAT IMPACT DID PAST EMERGENCIES HAVE?
- HOW WELL WILL YOUR BUSINESS RESIST FLOODS, EARTHQUAKES, HAZARD MATERIALS?
- WHAT COVERAGE IS AVAILABLE?

GRANT COUNTY EMERGENCY MANAGEMENT

KNOW WHO TO CONTACT IN EMERGENCIES.

- COUNTY FIRST RESPONDERS
- LOCAL GOVERNMENT OFFICIALS AND EMERGENCY MANAGEMENT OFFICE
- PUBLIC HEALTH
- AMERICAN RED CROSS
- NATIONAL WEATHER SERVICE
- TELEPHONE, WATER, GAS AND ELECTRIC COMPANIES
- NEIGHBORING BUSINESSES

GRANT COUNTY EMERGENCY MANAGEMENT

DEVELOP AND IMPLEMENT AN EMERGENCY RESPONSE PLAN

- OBTAIN NECESSARY SAFETY
EQUIPMENT
- CREATE AND EXERCISE AN
EMERGENCY PLAN

GRANT COUNTY EMERGENCY MANAGEMENT

EMERGENCY PLANS INCLUDE:

- WHO IS IN CHARGE DURING AN EVENT
- A SYSTEM FOR WARNING EMPLOYEES
- COMMUNICATION PLANS BETWEEN BUSINESS, EMPLOYEES PRIOR TO, DURING AND AFTER AN EMERGENCY
- PROCEDURES FOR EVACUATION, SHELTERING IN PLACE AND FOR OTHER AREA SPECIFIC HAZARDS
- RESPONSE TO INTERNAL MEDICAL EMERGENCIES

GRANT COUNTY EMERGENCY MANAGEMENT

DEVELOP A CONTINUITY OF OPERATIONS PLAN(COOP)

- ESTABLISH PROCEDURES FOR **COOP** ACTIVATION
- IDENTIFY ESSENTIAL BUSINESS FUNCTIONS AND STAFF TO CARRY OUT THESE FUNCTIONS
- ESTABLISH PROCEDURES WITH VENDORS CRITICAL TO DAILY BUSINESS
- PLAN FOR CONDUCTING BUSINESS IF THE FACILITY IS NOT ACCESSIBLE AND SET UP ELECTRONIC BACK UP SYSTEMS FOR VITAL BUSINESS RECORDS.
- STORE ESSENTIAL RECORDS,DOCUMENTS OFF-SITE

GRANT COUNTY EMERGENCY MANAGEMENT

INTEGRATE EMERGENCY PREPAREDNESS PROCEDURES INTO WORKPLACE CULTURE. TRAIN EMPLOYEES ON:

- THEIR ROLE IN A DISASTER
- WARNING AND COMMUNICATION PROCEDURES
- EVACUATION AND SHELTER-IN-PLACE PROCEDURES

GRANT COUNTY EMERGENCY MANAGEMENT

OBTAIN NEEDED EQUIPMENT AND SUPPLIES

- FIRST AID KITS
- AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)
- FIRE EXTINGUISHERS
- SMOKE & CO2 ALARMS
- SHELTER IN PLACE SUPPLIES

GRANT COUNTY EMERGENCY MANAGEMENT

PRACTICE YOUR PLAN

- DRILLS ASSESS READINESS
- INVOLVE PERSONNEL, COMMUNITY RESPONDERS AND EMERGENCY MANAGEMENT IN THE EVALUATION PROCESS
- IMPROVE PROCEDURES

GRANT COUNTY EMERGENCY MANAGEMENT

ENCOURAGE PERSONAL PREPAREDNESS AMONG EMPLOYEES

- 10% TRAINED IN FIRST AID
- MAKE A PLAN, GET A KIT, STAY INFORMED
- IDENTIFY ALTERNATE ROUTES TO AND FROM YOUR BUSINESS

GRANT COUNTY EMERGENCY MANAGEMENT

HELP YOUR COMMUNITY GET PREPARED

- HOST BLOOD DRIVES
- WORK WITH THE AMERICAN RED CROSS
- CONTRIBUTE SUPPLIES/SERVICE TO EMERGENCY EFFORTS
- ADOPT A SCHOOL AND SUPPORT THEIR EMERGENCY PREPAREDNESS EFFORTS

GRANT COUNTY EMERGENCY MANAGEMENT

BE PREPARED *BEFORE* AN INCIDENT
OCCURS, KNOW HOW TO RESPOND
DURING AN EVENT, AND HAVE A PLAN IN
PLACE FOR *RECOVERY* EFFORTS