



SAMPLE EMERGENCY PREPAREDNESS PLAN

Author(s): _____

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I. Plan to Stay in Business

Current Location

Business Name

Address

City, State, ZIP

Telephone Number

If this location is not accessible, we will attempt to operate from the location below:

Business Name

Address

City, State, ZIP

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 the person is unable to manage the crisis, the person below at our location will succeed in management:

Secondary Emergency Contact

Telephone Number

Alternative Number

Email

If no one at our location can manage the crisis, the person below at a different location or organization will succeed in management:

Secondary Emergency Contact
Organization
Address
City, State, ZIP
Telephone Number
Alternative Number
Email

II. Emergency Contact Information

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire:

Insurance Provider/Telephone Number:

III. Potential Disasters

The following natural and man-made disasters could impact our business:

- _____
- _____
- _____
- _____

IV. Emergency Planning Team

The following people will participate in emergency planning and crisis management:

- _____
- _____
- _____
- _____

V. Coordinating with Others

The following people from neighboring businesses/organizations and our building management will participate on our emergency planning team:

- _____
- _____
- _____
- _____

VI. Insurance

- We have spoken with our insurance agent about precautions to take for disasters that may directly impact our business.
- We have added special riders to protect valuable property and equipment if necessary.
- We have discussed business continuity insurance with our agent.
- We have discussed flood and/or earthquake insurance with our agent.

VII. Our Critical Operations

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster:

Operation: _____

Staff in Charge: _____

Action Plan:

Operation: _____

Staff in Charge: _____

Action Plan:

VIII. Suppliers and Contractors

Company #1

Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Contact Name: _____ Account Number: _____
Materials/Services Provided: _____

If Company #1 experiences a disaster, we will obtain supplies/materials from the following:

Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Contact Name: _____ Account Number: _____
Materials/Services Provided: _____

Company #2

Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Contact Name: _____ Account Number: _____
Materials/Services Provided: _____

If Company #2 experiences a disaster, we will obtain supplies/materials from the following:

Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Contact Name: _____ Account Number: _____
Materials/Services Provided: _____

IX. Fire Safety

- We have installed smoke alarms, detectors and fire extinguishers in appropriate locations.
- We will have our office inspected for fire safety ___ times a year.

X. Utilities

- We have purchased a portable generator and/or back-up lights in the event of a utilities disruption.

XI. Reducing Potential Damage

- We have prevented or reduced potential damages in our facility by taking precautions, such as:
 - bolting tall bookcases or display cases to wall studs.
 - protecting breakable objects by securing them to a stand or shelf using hook-and-loop fasteners.
 - moving to lower shelves large objects that could fall and break or injure someone.
 - installing latches to keep drawers and cabinets from flying open and dumping their contents.
 - using closed screw eyes and wire to securely attach framed pictures and mirrors to walls.
 - using plumber's tape or strap iron to wrap around a hot water heater to secure it to wall studs.
 - elevating electrical machinery off the floor for protection in the event of flooding.
- We have also considered having or have had a professional install:
 - flexible connectors to appliances and equipment fueled by natural gas.
 - shutters that can be closed to protect windows from damage caused by
 - debris blown by a hurricane, tornado or severe storm.
 - automatic fire sprinklers.

XII. Evacuation/Shelter Plan

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- We have located, copied, and posted building and site maps.
- Exits are clearly marked.

- We have talked to co-workers about which emergency supplies, if any, the company has on hand or will provide in the shelter location (if applicable) and which supplies individuals might consider keeping in a portable kit personalized for individual needs (i.e. medications).
- We will practice evacuation procedures __ times a year.
- We have the following supplies on hand:
 - Battery-powered commercial radio
 - NOAA weather radio with an alert function
 - Portable radios to coordinate the disaster team
 - Extra batteries
 - Flashlights
 - Water-3 gallons per person
 - Non-perishable Food/ Can openers if necessary
 - First Aid Kit
 - Petty cash (ATMs may not be operative)
 - Wet weather clothing such as boots, hats, gloves, etc.
 - Toiletries
 - Blankets or sleeping bags
 - Whistle to signal for help
 - Dust or filter masks
 - Moist towelettes or hand sanitizer for sanitation
 - Wrench or pliers to turn off utilities
 - Plastic sheeting and duct tape to "seal the room"
 - Interlocking plastic crates to pack materials in
 - Fans and dehumidifiers
 - Pumps to remove water
 - Wet and dry vacuum cleaners
 - Waterproof and grounded heavy-duty extension cords
 - Sponges, brushes, and hoses to clean materials
 - Wheeled carts to move materials
 - Heavy-duty garbage bags and plastic ties for personal sanitation
 - Toilet paper for personal sanitation
 - Work gloves
 - Household liquid bleach
 - Map of area

XIII. Employee Skills

The following employees have skills (medical, engineering, communications, foreign language) that might be needed in an emergency:

Name: _____

Skill(s): _____

Name: _____

Skill(s): _____

XIV. Communications

We will communicate our emergency plans with co-workers in the following way:

In the event of a disaster we will communicate with employees in the following way:

In the event of a disaster employees will be able to communicate with the office in the following way (i.e. out-of-town phone number):

In the event of a disaster we will communicate with clients in the following way:

In the event of a disaster clients will be able to communicate with the office in the following way (i.e. out-of-town phone number):

XV. Cyber-Security

To protect our computer hardware, we will (use surge protectors, i.e.):

To protect our computer software, we will:

If our computers are destroyed, we will use back-up computers at the following location:

XVI. Records Back-Up

_____ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, employee contact information, building management contact information (work and home), vendor contact information, office lease, client contact information, master docket/calendar for the firm, site maps, insurance policies, bank account records, client file index, clerk of court and key court personnel contact information, and computer back-ups are stored onsite _____ in a waterproof, fireproof portable container.

Another set of back-up records is stored at the following off-site location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

If our client records or other case information is destroyed, we will provide for continuity in the following ways:

XVII. Employee Support

- We have instructed employees to visit www.fema.gov or www.ready.gov to learn more about what they can do to protect themselves and their families in case of an emergency.

- If necessary, we have provided in our bylaws (as approved by our board) that we can provide our employees and their families with the following in case of an emergency:
 - Cash advances
 - Salary continuation
 - Flexible work hours
 - Reduced work hours
 - Crisis counseling
 - Care packages
 - Day care

- If necessary, we have provided in our bylaws that we can increase staff/volunteer capacity and/or services in the event of an emergency following manner:

XVIII. Loans

If necessary, we will obtain loan(s) from the following organizations:

XIX. Annual Review

We will review and update this business continuity and disaster plan every _____.

*Resources to build this plan came from www.fema.gov
From more information, contact kgrooms@groomsbenefits.com*