

EMERGENCY PREPAREDNESS PLANNING FOR YOUR BUSINESS



In the case of extreme weather or a natural disaster, it is important to have a plan in place for your business to keep your employees safe and ensure efficient recovery.

Step 1: Establish a Planning Team

- Appoint an Emergency Leader.
- Involve all departments for clear communication.

Step 2: Find Capabilities & Hazards

- Consult outside resources such as Chesprocott Health District.
- Discuss different scenarios such as blizzards or a tropical storm & how you would respond.
- Gather employee contacts & any special needs they may have .

Step 3: Make a Plan

- Have an escape route and a "Stay-In-Place" Plan.
- Review the Plan with all staff.
- Get Feedback from staff on the plan & post in all Work Areas

Step 4: Implement the Plan

- Have emergency supplies such as food, water, and emergency "Go-Kits" available.
- Practice your plan each year and with new employees.



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