

Keys to a Basic Disaster Plan

A safe workplace requires a disaster plan that employees that is updated and reviewed on a regular basis. Here are key elements to be included in any disaster plan.

More information is available at:

<http://www.redcross.org/services/disaster/beprepared/>



Together, we can save a life

Call 577-7600 for Safety Tubes, First Aid Supplies, Disaster Supply Kits and free Disaster Preparedness

Start building your plan now.

Here are some suggestions you may want to consider:

- Keep phone lists of your key employees and customers with you, and provide copies to key staff members.
- Have your employees make a family disaster plan so that they know how to contact their loved ones in case the employee is at work when the disaster strikes.
- If you have a voice mail system at your office, designate one remote number on which you can record messages for employees. Provide the number to all employees.
- Arrange for programmable call forwarding for your main business line(s). Then, if you can't go to the office, you can call in and reprogram the phones to ring elsewhere.
- If you are not be able to get to your office quickly after an emergency, plan to leave keys and alarm code(s) with a trusted employees or friend who is closer.
- Install emergency lights that turn on when the power goes out. They are inexpensive and widely available at building supply retailers.
- Backup computer data frequently throughout the business day. Keep a backup tape off site.
- Use UL-listed surge protectors and battery backup systems. They will add protection for sensitive equipment and help prevent a computer crash if the power goes out.
- Purchase a battery operated radio. Use it to listen for information about severe weather and protective actions to take.
- Stock a minimum supply of the goods, materials and equipment you would need for business continuity.
- Consult with your insurance agent about precautions to take for disasters that may directly impact your business. Remember, most policies do not cover earthquakes or flood damage. Protect valuable property and equipment with special riders. Discuss business continuity insurance with your agent.
- Keep emergency supplies handy, including:
 - Flashlights with extra batteries.
 - First aid kit.
 - Tools.
 - Food and water for employees and customers to use during a period of unexpected confinement at your business, such as if a tanker truck over-turned nearby and authorities told everyone in the area to stay put for an extended period.