



Emergency Planning for Businesses

September 2008



Does your business have an emergency plan?

- Yes___ No___ Do you have evacuation routes and exits posted around your place of business?
- Yes___ No___ Do your employees know where to go if there's a tornado?
- Yes___ No___ Do you have copies of important documents and computer systems backups located off site?
- Yes___ No___ Have you ever had a fire drill for your employees and customers at your place of business?
- Yes___ No___ Do you have a plan for communicating with your employees in case of a disaster?
- Yes___ No___ Are you aware of employees with disabilities and other special needs? Do you have a plan for them?
- Yes___ No___ Have you discussed with adjacent businesses how you will coordinate evacuations and preparedness?

If you answered "No" to any of these questions, it's time to create an emergency plan for your business.

Visit www.ready.gov for informations and downloads.

Read on for some pointers about what you can do to ensure the safety of your employees and sustainability for your business.




Ready Business
Prepare. Plan. Stay Informed.

How quickly your company can get back to business after a terrorist attack or tornado, a fire or flood often depends on emergency planning done today. The regular occurrence of natural disasters demonstrates the importance of being prepared for any emergency.

While recognizing that each situation is unique, your organization can be better prepared if it plans carefully, puts emergency procedures in place and practices for all kinds of emergencies.

The U.S. Department of Homeland Security is working hard to protect our country and has developed materials to help businesses of all sizes to be prepared not only for terrorist attacks but also for emergencies that occur in our communities on a regular basis. Go to www.ready.gov for more information.

Every business should have a plan.

Get ready now.

**AT LEAST ONE IN FOUR BUSINESSES
NEVER REOPEN AFTER A DISASTER.**

MAKE A PLAN. ready.gov



Racine County Office of Emergency Management
730 Wisconsin Ave. • Racine, WI 53403 • (262) 636-3515
www.racineco.com/emergencymanagement



Plan to Stay in Business

- Be informed
- Develop a continuity plan
- Develop a plan for employees
- Talk to co-workers with disabilities
- Have emergency supplies on site
- Know when to stay or go
- Make an evacuation plan
- Make a shelter-in-place plan
- Make fire safety part of the plan
- Coordinate with other businesses
- Review your plan annually

Talk to Your People

- Practice the plan with co-workers
- Promote family and individual preparedness
- Write a crisis communication plan
- Support employee health after a disaster

Protect Your Investment

- Review insurance coverage
- Prepare for utility disruption
- Secure facilities, buildings and plants

Recommended Emergency supplies

- NOAA weather radio and battery-powered commercial radio, and extra batteries
- First Aid kit, flashlight, water and food
- Whistle to signal for help, dust or filter masks
- Moist towelettes and garbage bags and ties for personal sanitation
- Wrench or pliers to turn off utilities
- Plastic sheeting and duct tape to "seal the room" in case of air contamination



NOAA weather radios provide immediate broadcasts of severe weather warnings and civil emergency messages, giving those in harm's way critical lead time to respond and remain safe.

What you can do

Business continuity planning must account for both man-made and natural disasters. Recent flooding in Southeastern Wisconsin has given local businesses first-hand experience with business disruption and the needs of people affected. Be prepared to assess the situation, AND use common sense and available resources to protect yourself, your co-workers and your business.

- Be informed. Find out which disasters are most common in the areas where you operate. You may be aware of some your community risks, but others may surprise you. Contact Racine County Emergency Management for more information.
- Assess how your company functions to determine who and what are necessary to keep the business operating.
- Involve co-workers from all levels of the organization in planning.
- Make a list of important customers and plan to serve them during and after a disaster.
- Identify key suppliers, resources and other businesses who support your business. Make sure they will be able to serve your needs during and after a disaster.
- Develop a communication plan that will keep you and your employees informed in an emergency. Two-way communication is critical.
- Plan and post evacuation routes and exits.
- Plan for workers with disabilities.
- Encourage employees to have personal emergency supplies on hand. Talk to your people about emergency supplies you can feasibly provide.
- Keep copies of important records and computer backups in waterproof, fireproof portable containers and a second set off site.

Partners



efforts to protect and safeguard our citizens in emergency situations.

The Racine County Office of Emergency Management recognizes its partners in the coordination of

Racine Neighborhood Watch, Inc. works with neighbors throughout the City of Racine to create safe, friendly and attractive neighborhoods. Neighbors can start a block watch, attend area neighborhood meetings and participate in National Night Out Against Crime. Racine Neighborhood Watch, Inc., also offers free mediation, Group Workcamp home improvement and many community-building opportunities which positively impact quality of life in our neighborhoods. For more information, call 637-5711.



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