It Pays to be Prepared:
Business Emergency Preparedness

Emergency preparedness planning for businesses is more than just data backup and fire drills. An informed, educated and trained workforce provides the best protection for any company from emergencies or disasters.

Most emergencies are small – but if businesses are not prepared, they can become costly or even catastrophic. Consider these practical benefits that can strengthen any business:

- Emergency planning enhances a company's ability to quickly recover from financial losses, loss of market share, damages to equipment or products, and business interruption in the event of a disaster.
- A good preparedness plan can enhance a company's image and credibility with employees, customers, and suppliers. It demonstrates the commitment by a company's leadership to protect their workforce and their local community.
- An updated emergency plan facilitates compliance with regulatory safety requirements of federal, state and local agencies.
- Preparedness steps taken by business owners and operators can strengthen a company's security and may even help reduce insurance costs.

How to Prepare Your Workplace

☐ Update and distribute emergency contact information to your employees. Create and distribute a list of important emergency numbers. Designate and train critical function or emergency personnel.

☐ Organize an emergency preparedness procedures review with employees to review your company's emergency plans. Ensure everyone understands their roles in a "what if?" scenario.

☐ Host a disaster preparedness brown bag lunch for employees. Invite local emergency managers to give a disaster preparedness briefing.

☐ Get a NOAA Weather Radio and put it on display in your break room or other high-traffic locations and encourage employees to get their own for their homes as well.

☐ Send an updated copy of the facility's emergency plan to employees and have group meetings to review it.

☐ Showcase instructional videos or distribute preparedness information. Provide information online about training opportunities.

☐ Conduct business continuity training. Contact a local business continuity or emergency management professional and work with company leadership to create or update disaster and continuity plans.

☐ Conduct office evacuation/shelter-in-place exercises and drills. Schedule an emergency exercise or drill. Once completed, evaluate and decide if new procedures or training are needed. Consult with local responders or emergency managers to participate, observe or advise.

☐ Distribute emergency preparedness messages. Include emergency preparedness messages in communication touch points such as e-mails, newsletters, and social media.