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Disaster Planning and Preparedness Basic Guidelines for Business

With the heightened awareness towards security and disaster preparedness that all businesses are faced with; it is important that top management and supervisory personnel develop a written plan and train employees to respond effectively in the event of an emergency.

Employers should have an in-place Emergency Preparedness Plan that deals with pre, and post, event planning and preparations for survival of the company and employees.

An effective disaster preparedness program should include the following:

Plan: a written, detailed plan that is based on your business operations and needs in the event of an emergency. Any unique operations, exposures, or personnel should be factored into the plan.

Prepare: your supervisors, employees, and security personnel for any event within the scope of your operations or locations. Lines of communication and notifications should be well defined. Posted names and phone numbers of key personnel (update as changes occur) who will be the decision-makers and their backups need to be known to all personnel. Document training.

Purchase: any necessary equipment or emergency supplies. Store, inspect and replace as necessary. Some supplies will have a shelf life such as food, water, and batteries.

Participate/Practice: emergency drills and notifications should be practiced on a regular basis and involve all key personnel, supervisory personnel, and employees. A Public-Address system should be available in all work and office areas. Document practice drills and notifications.

Provide Feedback: to supervisors and employees on the results of drills and notifications and any upgrades to the existing plan. Ask for input and suggestions from employees to improve procedures and programs.

Push Positive Results: emphasize the positive side of being prepared and of emergency planning for the entire company.

Safety tips developed based on generally accepted safety standards believed to be reliable at the date of publication. Information is for general guidance only and should not be relied upon for legal compliance purposes.

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