



EMERGENCY COMMUNICATION PLAN

SMALL BUSINESS PREPAREDNESS

- Modern telecommunication channels are often disrupted in a disaster, so it is important to be able reach employees, customers, and suppliers through a variety of means.
- Maintain current contact information that includes both work and personal email addresses and cell phone numbers for employees, their emergency contact, key suppliers, and primary customers.
- Test your employees' contact information at least twice a year with "test" texts or calls.
- Owner and key employee should know how to forward calls on business line.
- Consider posting info to your website and/or providing a call-in number for employees, suppliers and customers to learn updates.
- Designate one person to speak on behalf of the business and make sure employees know to refer media, customers, suppliers to him/her.
- Keep a battery-powered or hand-crank radio (NOAA Weather Radio preferred), extra power adapters, and car chargers for cell phones on site to receive and send critical information.

Check out www.ready.gov for helpful tips.

VISIT DisasterReadyAustin.com FOR MORE INFORMATION

