



PRACTICE EMERGENCY PLAN WITH EMPLOYEES

SMALL BUSINESS PREPAREDNESS

- Keep your emergency plan in easy to find locations – on the computer, copy posted in break room, keep one in car.
- Show staff where to find emergency plan.
- Review the plan step by step at regular staff meetings.
- Test the notification process – call/text employees with “alert” to see how long it takes for information to reach them.
- Talk through potential threats and responses to them with all staff at least twice a year.
- Offer first aid and CPR training exercises for all staff.
- Walk through each step of the plan, including evacuation procedures.
- Update emergency plan based on lessons learned at least annually.
- Train employees how to shut off and restore utilities (where appropriate).
- Conduct random drills for safe evacuation, assembly at the designated safe place to meet, and accounting for all personnel.
- Practice securing key equipment and supplies, storage containers, etc., to prevent damage from movement or release of contents.

VISIT [DisasterReadyAustin.com](https://www.DisasterReadyAustin.com) FOR MORE INFORMATION

