

# Normal Business Operations Pre-Disaster Planning

## HUMAN RESOURCES

- Maintain a phone list of key employees and customers and provide copies to key staff members
- Develop an emergency contact list
- Leave extra keys and alarm code with a trusted employee or friend
- Call forward business line
- List types of emergencies that have occurred in the community or could occur and adjust your plan accordingly

## PHYSICAL RESOURCES

Inspect building(s) and determine what impact a natural disaster would have on the facility (building condition can impact on whether or not the business would be able to reopen after an emergency or disaster).

## DISASTER SUPPLIES:

- NOAA weather radio
- First aid kit
- Fire extinguisher
- Flashlights with batteries
- Waterproof plastic bags
- Camera and film/memory card
- Pens, pencils and paper
- Mops and pails
- Tool kit
- Generator
- Water and food supplies
- Emergency lights for building
- Surge protectors
- Cell phone
- Fire Proof Safe

## BUSINESS CONTINUITY

- Back-up of computer files, including payroll, tax, accounting, production records and customer lists
- Keep current inventory list
- Hardcopy records of lease, insurance policies and current credit report
- Review current insurance coverage with agent and insurance carrier
- Consider business interruption insurance
- Creditor contact information
- Maintain supplier contact information
- Inventory of computer hardware and software
- Keep on-site and off-site copies of all documents and records

## ADDITIONAL RESOURCES

- Meet with other organizations to find out more about emergency planning:
- Local OEM (Office of Emergency Management)
- City or municipality
- Fire department
- Government agencies
- Police department
- Utility companies
- American Red Cross
- Other businesses

