EMERGENCY PREPAREDNESS CHECKLIST FOR SMALL BUSINESSES

DO MORE THAN JUST HOPE
DEVELOPING AN EMERGENCY PREPAREDNESS PLAN IS ONE OF THE MOST IMPORTANT STRATEGIC DECISIONS YOU WILL MAKE AS A SMALL BUSINESS OWNER
CONSIDER THE FOLLOWING:

- HOW COULD A NATURAL, HUMAN CAUSED OR PUBLIC HEALTH EMERGENCY AFFECT YOUR, CUSTOMERS AND WORKPLACE?
GRANT COUNTY EMERGENCY MANAGEMENT

● HOW WOULD YOUR BUSINESS OPERATIONS CONTINUE?
● IF POWER WERE SHUT OFF, HOW WOULD YOU CONDUCT TRADE?
● IF YOUR MAIN VENDOR WAS UNAVAILABLE, WHO WOULD YOU CALL TO RE-STOCK INVENTORY?
ASK YOURSELF THESE THREE QUESTIONS

1. HOW VULNERABLE WOULD YOUR BUSINESS BE IF A DISASTER OR OTHER EMERGENCY WOULD OCCUR?
2. WHAT IS YOUR PLAN TO PROTECT THE BUSINESS AND ITS EMPLOYEES BEFORE, DURING AND AFTER AN EMERGENCY?

● WHAT IS YOUR PLAN FOR THE CUSTOMERS WHO ARE IN YOUR STORE WHEN AN EMERGENCY/DISASTER OCCURS?
3. WHAT CAN YOU DO TO INTEGRATE EMERGENCY PREPAREDNESS PROCEDURES INTO YOUR WORK PLACE CULTURE?
GRANT COUNTY EMERGENCY

MITIGATING VULNERABILITY IN YOUR BUSINESS

● KNOW YOUR REGION AND THE TYPES OF DISASTERS MOST LIKELY TO IMPACT YOUR BUSINESS
● WHAT IMPACT DID PAST EMERGENCIES HAVE?
● HOW WELL WILL YOUR BUSINESS RESIST FLOODS, EARTHQUAKES, HAZARD MATERIALS?
● WHAT COVERAGE IS AVAILABLE?
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KNOW WHO TO CONTACT IN EMERGENCIES.

- COUNTY FIRST RESPONDERS
- LOCAL GOVERNMENT OFFICIALS AND EMERGENCY MANAGEMENT OFFICE
- PUBLIC HEALTH
- AMERICAN RED CROSS
- NATIONAL WEATHER SERVICE
- TELEPHONE, WATER, GAS AND ELECTRIC COMPANIES
- NEIGHBORING BUSINESSES
DEVELOP AND IMPLEMENT AN EMERGENCY RESPONSE PLAN

- OBTAIN NECESSARY SAFETY EQUIPMENT
- CREATE AND EXERCISE AN EMERGENCY PLAN
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EMERGENCY PLANS INCLUDE:

● WHO IS IN CHARGE DURING AN EVENT
● A SYSTEM FOR WARNING EMPLOYEES
● COMMUNICATION PLANS BETWEEN BUSINESS, EMPLOYEES PRIOR TO, DURING AND AFTER AN EMERGENCY
● PROCEDURES FOR EVACUATION, SHELTERING IN PLACE AND FOR OTHER AREA SPECIFIC HAZARDS
● RESPONSE TO INTERNAL MEDICAL EMERGENCIES
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DEVELOP A CONTINUITY OF OPERATIONS PLAN (COOP)

- Establish procedures for COOP activation
- Identify essential business functions and staff to carry out these functions
- Establish procedures with vendors critical to daily business
- Plan for conducting business if the facility is not accessible and set up electronic back up systems for vital business records.
- Store essential records, documents off-site
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INTEGRATE EMERGENCY PREPAREDNESS PROCEDURES INTO WORKPLACE CULTURE. TRAIN EMPLOYEES ON:

- THEIR ROLE IN A DISASTER
- WARNING AND COMMUNICATION PROCEDURES
- EVACUATION AND SHELTER-IN-PLACE PROCEDURES
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OBTAIN NEEDED EQUIPMENT AND SUPPLIES

- FIRST AID KITS
- AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)
- FIRE EXTINGUISHERS
- SMOKE & CO2 ALARMS
- SHELTER IN PLACE SUPPLIES
PRACTICE YOUR PLAN

● DRILLS ASSESS READINESS
● INVOLVE PERSONNEL, COMMUNITY RESPONDERS AND EMERGENCY MANAGEMENT IN THE EVALUATION PROCESS
● IMPROVE PROCEDURES
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ENCOURAGE PERSONAL PREPAREDNESS AMONG EMPLOYEES

● 10% TRAINED IN FIRST AID
● MAKE A PLAN, GET A KIT, STAY INFORMED
● IDENTIFY ALTERNATE ROUTES TO AND FROM YOUR BUSINESS
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HELP YOUR COMMUNITY GET PREPARED

- HOST BLOOD DRIVES
- WORK WITH THE AMERICAN RED CROSS
- CONTRIBUTE SUPPLIES/SERVICE TO EMERGENCY EFFORTS
- ADOPT A SCHOOL AND SUPPORT THEIR EMERGENCY PREPAREDNESS EFFORTS
BE PREPARED BEFORE AN INCIDENT OCCURS, KNOW HOW TO RESPOND DURING AN EVENT, AND HAVE A PLAN IN PLACE FOR RECOVERY EFFORTS