



Business Emergency Supplies Checklist

"Helping Businesses Succeed Through Technology"

How well protected your business, employees and customers are during a time of crisis can determine if your business reopens its doors. Every situation is unique, every business should be prepared and have a clear carefully thought out plan and have emergency procedures in place. These plans must be updated regularly. Keep a copy of your disaster plan at an off-site location. We wanted to make sure all bases are covered, so we have included a Business Preparedness checklist along with a family preparedness checklist.

Who and What to Include in Your Emergency Procedure

1. **Evaluate your exposure.**
 - Know your region and the types of disasters most likely to impact your business.
 - Consider your facility's proximity to flood plains, wildfire areas, rivers and streams, dams, nuclear power plants and other hazards. Put plans in place for each potential disaster and threat.
2. **Review your insurance coverage. Now is the time to consult your insurance agent to determine whether your coverage is sufficient.**
 - Make sure you understand what's covered by your policy, and determine if you need flood insurance; remember many general policies do not cover flood damage.
 - Check into business interruption insurance, which helps to cover operating expenses if you're forced to temporarily close.
 - Calculate the cost of business interruptions for a day, week, month or more.
 - To the extent possible, set aside a cash reserve that will allow your company to function during the recovery phase.
3. **Review and prepare your supply chain.**
 - Develop professional relationships with alternate vendors, in case your primary supplier isn't available. Place occasional orders with them so they'll regard you as an active customer.
 - Create a contact list for important business contractors and vendors you plan to use in an emergency. Keep this list with other documents in an easily accessible place, and also at a protected off-site location.
 - List items to buy and store in the event of any emergency situation you name.
 - Create a "Grab Bag" to take when you evacuate with supplies and important items from your organization.
4. **Create a crisis communications plan. Try to make sure your staff, customers, vendors, contractors—everyone you do business with—know what's going on in the aftermath of a disaster.**
 - Establish an email alert system keeping primary and secondary email addresses for your employees, vendors and customers.
 - Provide real-time updates to your customers/clients and the community so they know you're still in business and in the process of rebuilding after the disaster.
 - Don't forget to test your plan beforehand.
5. **Determine who will run your business after a disaster strikes.**
 - Let your employees know the emergency chain of command.
 - Maintain a clear leave and sick day policy during disasters.
 - Have a backup payroll service should your office be destroyed.
6. **Create and implement a Business Continuity Plan. This plan will help keep your business operating as it responds and recovers from a disaster or emergency situation. This plan should:**
 - Indicate when the plan will be activated.
 - Identify essential business functions and staff to carry out these functions. Determine which employees will be considered non-essential vs. essential.
 - Identify records and documents that must be safe and readily accessible to perform key functions.

✓ Before the Storm

- Stay up-to-date on the storm's progress via radio, TV or NOAA Weather Radio All Hazards receiver.
- Determine safe evacuation routes inland as well as alternative routes.
- Review your Shelter-In-Place plan, making sure your Disaster Kit is fully stocked and fresh batteries & supplies are included.
- Ensure you have an emergency communication plan in place prior to the storm, evacuation, or threat.
- Backup all data on servers and personal computers. If the backup site is within the area that may be affected by the storm, take backup tapes with you in the evacuation.
- Turn off all non-critical devices such as server monitors and workstations and other non-essential electrical equipment.
- Check the integrity of the uninterruptible power supply (UPS). Move the UPS to the highest level possible above the floor.
- Inspect and make emergency repairs to drains, gutters and flashing.
- Strap or anchor to the roof deck support assembly (e.g., the joists) all roof-mounted equipment such as HVAC units and exhaust vents.
- Alert a third party about your company's relocation plan in the event the storm makes your location inaccessible.
- Protect/relocate vital records including your insurance policies. Be sure your risks are protected.
- Install windstorm shutters/plywood over windows and doors.
- Take the following steps so that items outdoors will not blow away or cause damage:
 - Remove all loose debris
 - Anchor or relocate all nonessential equipment to a safe indoor location
 - Secure storage of flammable liquid drums, or move them to a sheltered area (but never into main facility areas)
 - Anchor all portable buildings (e.g., trailers) to the ground
 - Secure large cranes and other heavy equipment
 - Make sure outdoor signs are properly braced
- Ensure that any employees who volunteer to stay on site have proper supplies and equipment (drinkable water, nonperishable food, medical, flashlights, walkie-talkies). If an official evacuation order is in place however, no employees should remain behind.
- Have cash on hand for post-windstorm needs, such as buying food and supplies, or paying employees and contractors.
- Ensure you know which employees are certified in CPR, EMT, etc.
- Repair and fill above-ground tanks with fresh water.
- Fill fuel tanks of generators, fire pumps, and all company-owned vehicles.
- Remove as many goods as possible from the floor, or ship them out of the facility.
- Shut off natural gas supply in order to minimize fire loss.
- Disconnect the main electrical feeds to the facility, if possible, to prevent a potential fire caused by short-circuiting of damaged equipment.
- Ensure remote access to your company's website so updates about your availability can be made.

✓ **During the Storm**

Patrol the property continuously and watch for roof leaks, pipe breakage, fire or structural damage. During the height of a windstorm, personnel should remain in a place that has been identified as safe from wind and flood.

Constantly monitor any equipment that must remain on line.

During power failure, turn off electrical switches to prevent reactivation before necessary checks are completed.

✓ **After the Storm**

- Keep listening to radio, TV or NOAA Weather Radio All Hazards to make sure the storm has passed.
- Wait until an area is declared safe before entering to secure the site and survey damage.
- Secure 24-hour security if needed.
- Watch for closed roads. If you come upon a barricade or a flooded road, turn around, don't drown.
- Survey for safety hazards such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping.
- Call in key personnel and notify contractors to start repairs. Make sure safety systems are fully implemented before work is allowed to begin. This means controlling smoking and other open flame sources. Require contractors to share responsibility for establishing fire-safe conditions before and during the job.
- Begin salvage as soon as possible to prevent further damage:
 - Cover broken windows and torn roof coverings immediately
 - Separate damaged goods, but beware of accumulating too much combustible debris inside a building
- Clean roof drains and remove debris from roof to prevent drainage problems.

✓ **Your People**

- Have all employees, vendors, client contact information on hand.
- Use an Alert Notification System to keep all interested parties posted on status updates and next steps.
- During evacuation, have a central point of contact for all employees, and ensure you know where your people are located.
- During an evacuation, consider your phones lines - redirection to cell phones, answering service, Google Voice, or backup lines could be critical.
- Following the storm, notify all critical people of next steps, based on damage.

BUILDING YOUR DISASTER SUPPLY KIT

Build your kit all at once or step by step. Start with what you have at home. Then shop for the rest. Build it to shelter in place or evacuate.

Pack these basic supplies for each person in a portable container or backpack. You'll need them whether you stay or go.



STEP 1 FOOD AND WATER

- 3-day supply of food that needs no cooking
- 1 gallon of water per day for each person
- Manual can opener
- Baby items (baby food, formula, bottles)
- Pet Supplies (listed on next page)



STEP 2 FIRST AID, MEDICATION, HYGIENE

- First-aid kit (listed on next page)
- Prescriptions and backup medications
- Hand sanitizer, wipes, bleach (To purify water, mix 1/8 teaspoon per gallon. Stir and let stand for 30 minutes.)
- Toilet paper, paper towels, garbage bags
- Dental care, hearing aids, and vision products
- Soaps, personal supplies, diapers
- Sunscreen, insect repellent
- Face masks to filter air (N-95 rating)



STEP 3 COMMUNICATION, LIGHTING, DOCUMENT BAG ITEMS

- Battery-powered radio with extra batteries or crank radio (emergency alert radio is best)
- Extra cell phone battery and car charger
- Flashlights and extra batteries
- Matches and lighter
- Whistle
- Reading glasses and sunglasses
- Document bag items (listed on next page)

You may have to leave in a hurry to get to a safe place. Keep these supplies near your car. When it's time, grab them and go.



STEP 4 ADD THESE ITEMS FOR EVACUATING BY CAR

- Road maps
- Car repair items (tools, spare tire, tire patch kit, oil)
- More food and water
- Plastic plates, cups and utensils
- Tent, blankets and pillows
- Clothes and sturdy shoes
- Rain gear and towels
- Books, games and toys

BEFORE YOU LEAVE HOME

- Fill your gas tank, check your spare tire
- Take cash, checkbook and credit cards
- Call your family emergency contact
- Charge your mobile phone
- Get a map of your route

When staying home is your safest choice, add these items to your kit and stay tuned to the news.










STEP 5 ADD THESE ITEMS FOR SHELTERING IN PLACE

- Smoke detectors with extra batteries
- Carbon monoxide detector (if using generators, charcoal grills or camp stoves)
- Fire extinguisher
- Land line phone with extra long cord
- Plastic sheeting and duct tape (to seal doors, windows and air vents from contaminated air or to build an emergency shelter)















PET SUPPLIES

-  3-day supply of food, water and bowls
-  Medications and pet first-aid kit
-  Vaccination records
-  Crate or carrier (may be required in shelters or where you spend the night)
-  Leash and toys
-  Photo, in case pet gets lost
-  Cat litter and box

















FIRST AID KIT CONTENTS

-  2 compress dressings (5 x 9 inches)
-  25 band-aids (different sizes)
-  First-aid tape
-  Antibiotic ointment
-  Hydrocortisone ointment
-  Aspirin and ibuprofen
-  Instant cold pack
-  2 pair of medical gloves (non-latex)
-  Oral thermometer, scissors, tweezers
-  2 roller bandages (different widths)
-  2 elastic bandages
-  10 sterile gauze pads (different sizes)
-  2 triangular bandages (for making slings)
-  First aid instruction booklet












DOCUMENT BAG CONTENTS

-  Current photo IDs, driver licenses, birth records, Social Security cards, passports
-  Photos of family members in case you get separated
-  Health insurance and prescription cards
-  Medical records, medications and dosages
-  Phone numbers (family, friends, doctors)
-  Bank account information
-  Wills
-  Insurance documents (homeowner, renter, flood, life)
-  Property deeds, leases, mortgages
-  Vehicle titles, insurance, leases, loan documents
-  Inventory of household possessions and their value
-  Backup computer files (on a CD, DVD, USB drive)
-  Copies of important keys
-  Utility bills (to prove where you live)



PEOPLE WITH DISABILITIES AND THOSE WITH ACCESS AND FUNCTIONAL NEEDS

Think about what you need to make it on your own. Plan now for your health away from home. Label medical equipment with your contact information.

-  Wheelchairs, walkers and canes
-  Cooler with cold packs for medications
-  Extra medications and dosages
-  Copies of prescriptions and medical alert tags
-  Food for special diets
-  Medical supplies (oxygen, glucose monitoring strips, syringes, etc.)
-  Hearing aids with extra batteries
-  Communication devices
-  Supplies and documentation for service animals