

Emergency Preparedness Checklist for Small Businesses







Developing an emergency preparedness plan is one of the most important strategic decisions you will make as a small business owner. Consider how a natural, human-caused or public health disaster could affect your employees, customers and workplace. Would business operations continue? Preparing your small business doesn't have to be time consuming or expensive. In fact, experts say one dollar invested in disaster preparedness may save seven dollars in recovery and Red Cross' Ready Rating program makes it easy to evaluate your strengths and weaknesses. FedEx and Red Cross care about small businesses. That's why we're providing this checklist. Ask yourself these three questions to help prepare your business to stay in business. Then visit ReadyRating.org/smallbusiness for advice on next steps.



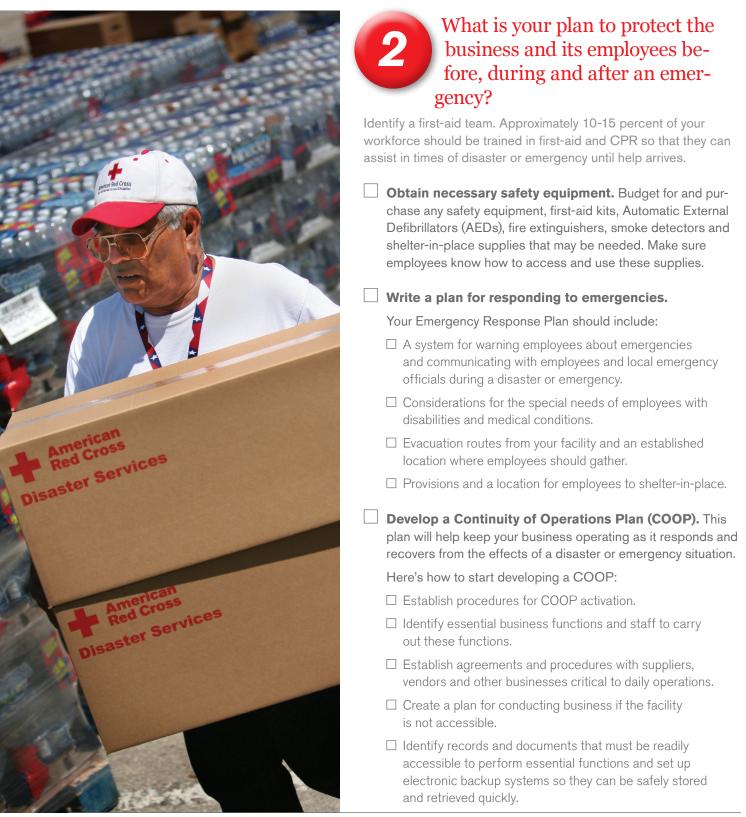
	emergency were to occur?
	now your region and the types of disasters most sely to have an impact on your business.
	Find out what emergencies have occurred in the past and what impact these had on other businesses in your area.
	Consider your facility's physical capacity to resist damage and proximity to flood plains, seismic faults, dams, hazardous materials, nuclear power plants and other hazards.
	Consult with your insurance agent and learn what coverage is available and what precautions to take for disasters that may impact your business. Remember, many general policies do not cover earthquake and flood damage.
A	ssess the capacity of your employees to prepare for
ar	nd respond to an emergency.
	Are 10 - 15 percent of your employees trained in basic first-aid and CPR techniques? Do all employees know how to identify individuals who are trained?
	Are employee roles clearly defined in the event of a disaster or emergency?
pr en	entify external emergency resources that will ovide assistance during or after a disaster or other nergency. Who will you contact in an emergency and nat will they be able to provide?
	Local and state law enforcement.
	Fire department and emergency medical services organizations.
	Local government officials, emergency management office.
	Local American Red Cross chapter.
	Telephone, water, gas and electric companies.
	Neighboring businesses.
	Emergency repair and cleaning services.

How vulnerable would your

business be if a disaster or other







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emergency preparedness into		
our normal business operations?		
Educate employees. Consider partnering with community organizations to help create comprehensive preparedness training. All employees should know:		
☐ Their role during a disaster and the roles and responsibilities of key personnel at your facility.		
☐ Warning and communication procedures.		
☐ Evacuation and shelter-in-place procedures.		
Practice your plan. Practice makes perfect. Conduct regular emergency drills.		
☐ Use the drills to assess the readiness of your employees and your facility.		
☐ Involve both personnel and community responders in the evaluation process and use lessons learned to improve procedures and training as needed.		
Encourage personal preparedness among employees. Your employees will be better able to help your business respond and recover from an emergency if they know how to prepare their homes and families. Offer preparedness training and encourage your employees and their families to:		
☐ Get a kit, make a plan, be informed. A free online education module is available to help them at www.redcross.org/BeRedCrossReady .		
☐ Encourage employees to identify alternative routes for going to and from your facility.		
☐ Remind employees to always keep their emergency contact information current.		
Help your community get prepared. Work with local community groups and government officials to ensure that your community is prepared for disasters and other emergencies.		
☐ Host blood drives.		
☐ Work with your local Red Cross chapter to train preparedness education volunteers to conduct preparedness presentations.		
☐ Contribute supplies and/or services to emergency efforts.		
☐ Adopt a local school or organization and support their emergency preparedness programs.		

What can we do to integrate





