

GET YOUR BUSINESS READY

Business continuity planning must account for all hazards – man-made and natural disasters. You should plan in advance to manage any emergency situation. Assess the situation, use common sense and available resources to take care of yourself, your staff, and your business.

- ✓ Be informed: know what kind of emergencies might affect your business.
- ✓ Take care of your people: your staff is your business's most important and valuable asset.
- ✓ Communication plan: setup a telephone call tree, email alert system, or call-in voice recording system.
- ✓ Continuity planning: carefully assess your business functions, both internally and externally.
- ✓ Protect your investment: review insurance coverage with your provider, prepare for extended utility disruption, take steps to secure physical assets, assess HVAC system to improve indoor air quality, protect your data and information technology systems.

GET YOUR INFRASTRUCTURE READY

- ✓ Evaluate your business's data, documentation, policies, files, archives. Are they stored in an on-site portable fireproof, waterproof container? Are they safeguarded in a second, off-site location?
- ✓ Who has access to the business's safe-deposit boxes or other off-site protected items?
- ✓ How often is your digital data (computer files) backed-up and archived? What are the steps to retrieve the data?
- ✓ Who has business information on portable technology (notebook computers, PDAs, etc.) that may be susceptible to residential/personal fires, floods, theft, disaster, etc.? How is the information archived and backed up?

GET THE EMERGENCY RESPONDERS READY

- ✓ Invite your local emergency responders to do a walk-through of your business, familiarizing themselves with your organization and facilities.
- ✓ Encourage your staff to volunteer as a firefighter or emergency medical technician.
- ✓ Make a tax-deductible contribution to your local fire department and/or rescue squad.
- ✓ Allow fire and EMS volunteers to utilize "flex-time" to respond to emergency calls.

STAY INFORMED

 <p>Charlottesville Regional Chamber of Commerce</p>	<p>Enroll in a Business Emergency Preparedness Workshop offered by the Charlottesville Regional Chamber of Commerce. Visit www.cvillechamber.com for more information.</p>
	<p>Visit www.ready.gov for plan templates, documents, guidance, and more information.</p>
 <p>COMMUNITY EMERGENCY RESPONSE TEAM</p>	<p>CERT – Community Emergency Response Team – is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. Visit www.charlottesvillecert.org for more information.</p>
 <p>VAEmergency.com Virginia Department of Emergency Management</p>	<p>The Virginia Department of Emergency Management works to protect our people, our property, and our communities. Visit www.readyvirginia.gov to find the emergency management office near you.</p>
 	<p>Visit www.fema.gov for valuable, up-to-date information on emergency planning and preparedness.</p>

FIRE RESCUE

ALBEMARLE COUNTY

County of Albemarle

Department of Fire Rescue

460 Stagecoach Road, Suite F
Charlottesville, VA 22902-6489

Voice: 434.296.5833

FAX: 434.972.4123

www.ACFireRescue.org

BUSINESS EMERGENCY PREPAREDNESS

*Get ready.
Make a plan.
Stay informed.*



FIRE RESCUE

ALBEMARLE COUNTY

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BUSINESS EMERGENCY PREPAREDNESS



Fires. Storms. Tornadoes. Blackouts. Break-ins. Burglary. Pandemics. Droughts. Terrorist Attacks. Is your business prepared to safeguard your staff, your customers, your data, your records, your equipment, your families, your community, and to stay in business?

America's business are the backbone of the nation's economy; small businesses alone account for more than 99% of all companies with employees, employ 50% of all private sector workers, and provide nearly 45% of the nation's payroll. A commitment to planning today will help support employees, customers, the community, the economy, and even the country. It also protects your business investment and gives your company a better chance for survival.

GET YOUR PLAN READY

Business continuity and crisis management can be complex issues. Ready Business outlines commonsense measures business owners and managers can take to start to get ready! These recommendations are based on *NFPA 1600: Standard on Emergency Preparedness and Business Continuity*. A successful Business Emergency Preparedness Plan has a two-fold strategy:

1. Safeguard staff and business assets/operations, and
2. Stay, or expeditiously get back in business, to serve our customers and communities.



For information, guidance, and templates, visit

www.ready.gov



GET YOUR PEOPLE READY

The first priority is your staff – the most important asset of any enterprise. Businesses need to be able to connect with their employees and volunteers, and to connect staff with their families, friends, and loved ones in the event of an emergency.

Keep this in mind:

- ✓ Two-way communication is central before, during, and after a disaster;
- ✓ Talk to staff with disabilities, and find out what assistance may be needed;
- ✓ Frequently review and practice drills and exercises.

MAKE FIRE SAFETY PART OF THE PLAN

- ✓ Have your business inspected for fire safety.
- ✓ Ensure compliance with fire and life safety codes and regulations.
- ✓ Install smoke detectors, carbon monoxide detectors, and fire extinguishers in appropriate locations.
- ✓ Consider an automatic sprinkler system, fire hoses, and fire-resistant doors and walls.
- ✓ Establish a system for warning your staff. Plan how you will communicate with people with disabilities (hearing impairments, etc.) or individuals who may not speak English.
- ✓ Put a process in place for alerting 9-1-1.
- ✓ Plan and practice how people with evacuate in a fire.

PREPARE FOR MEDICAL EMERGENCIES

- ✓ Encourage staff to take basic first aid and CPR training. Offer on-site classes.
- ✓ Keep first aid supplies in stock and readily available.
- ✓ Encourage staff to talk about medical conditions that may require support or special care in an emergency.
- ✓ Keep staff contact information on file and up-to-date.
- ✓ Plan for the real possibility of a global disease outbreak, called a pandemic. Visit www.pandemicflu.gov for specific information.

PandemicFlu.gov



GET YOUR TOOLS READY

A successful business emergency plan includes:

- ✓ **NOAA Weather Radio** (battery-powered with extra batteries)
- ✓ **Business Record Kit** (copies of important records such as maps, building plans, insurance policies, staff contact information, bank account records, supplier/shipping contact lists, computer backups, and other priority documents) in a waterproof, fireproof portable container. Store a second set of records at an off-site location.
- ✓ **Emergency Supplies Kit** (enough supplies to sustain you and your staff for 72 hours):
 - Water (one gallon per person, per day)
 - Food (non-perishable)
 - Whistle, Compass, Flashlight, Waterproof Matches
 - Dust or filter masks
 - Emergency "space" blanket (mylar)
 - Moist towelettes (for sanitation)
 - Wrench or pliers (to turn off utilities)
 - Non-electric can opener (to open cans of food)
 - Plastic sheeting and duct tape (to seal off areas)
 - Garbage bags and plastic ties
 - Paper plates, cups, and plastic utensils
 - Aluminum foil
 - Paper, pencil, and permanent marker
 - Cash or traveler's checks, and change
 - Personal hygiene items (toothbrush/toothpaste, feminine supplies, soap, etc.)
- ✓ **Fire Extinguishers** (A-B-C type, inspected regularly)
- ✓ **First Aid Kit**
 - 2" sterile gauze pads (6)
 - 4" sterile gauze pads (6)
 - Hypoallergenic adhesive tape
 - Triangular bandages (3)
 - 2" sterile roller bandages (3)
 - 3" sterile roller bandages (3)
 - Scissors (1)
 - Tweezers (1)
 - Needle and thread (1)
 - Antiseptic (1)
 - Thermometer (1)
 - Tongue sticks (2)
 - Petroleum jelly or other lubricant (2 tubes)
 - Safety pins (assorted sizes)
 - Latex or nitrile gloves (2 pair)
 - Sunscreen