

LOSS CONTROL TOOL CHEST

Disaster Planning and Preparedness: Basic Guidelines for Business

- ❖ Plan
- ❖ Prepare
- ❖ Purchase
- ❖ Participate/Practice
- ❖ Provide Feedback
- ❖ Push Positive Results

With the heightened awareness towards security and disaster preparedness that all businesses are faced with currently, it is important that top management and supervisory personnel develop a written plan and train employees to respond effectively in the event of an emergency.

Employers should have an in-place Emergency Preparedness Plan that deals with pre and post event planning and preparations for survival of the company as well as its employees.

Effectively trained supervisory personnel and employees will be your first line of defense in any emergency as well as security personnel who are contracted or in-house personnel. An effective disaster preparedness program should include the following:

Plan – a written, detailed plan that is based on your business operations and needs in the event of an emergency. Any unique operations and exposures to locations or personnel should be factored into the plan.

Prepare – your supervisors, employees and security personnel for any event within the scope of your operations or locations. Lines of communication and notifications should be well defined. Posted names and phone numbers of key personnel (update as changes occur) who will be the decision-makers and their backups need to be known to all personnel. Document all training.

Purchase – any necessary equipment or emergency supplies. Store, inspect and replace these supplies and equipment as necessary. Some supplies will have a shelf life such as food, water and batteries.

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Participate/Practice – emergency drills and notifications should be practiced on a regular basis and involve all key personnel and supervisory personnel as well as employees. A Public Address system should be available in all work and office areas. Document practice drills and notifications.

Provide Feedback – to supervisors and employees on the results of drills and notifications and any upgrades to the existing plan. Ask for input/suggestions from employees to improve procedures and programs.

Push Positive Results – accentuate the positive side of being prepared and of emergency planning for the entire company. Downplay the catastrophic potential since this will in all likelihood not occur. Provide resources for counseling and support groups for special-need employees or personnel with disabilities to minimize the fear factor that might be present.