



## Emergency Preparedness for Businesses

### Plan Ahead: Have a Procedure in Place for Quick Response and Recovery

If your facility goes up in flames tomorrow, how will your organization respond? How quickly will regular business resume?

Emergency preparedness involves having a process to prepare for any emergency that may affect the business or disrupt normal operations. A procedure should be implemented and incorporated into the corporate culture by performing drills, providing training for involved personnel and continually evaluating the current plan for necessary changes.

**An emergency can be any unexpected occurrence resulting in property damages, business interruption, injuries and more. Such emergencies can include:**

- Fire
- Flood
- Earthquake
- Tornado
- Hurricane
- Explosion
- Hazardous material accident
- Loss of an important customer or provider
- Communications failure

**For more information and plan development templates, please visit [ready.gov](http://ready.gov).**

**Developing your own emergency preparedness plan is crucial for your organization to facilitate business continuity in the event of a crisis.**

**Below are some initial steps to take to gather the appropriate information and formulate a plan of action for possible disasters.**

- Create a team in charge of developing the emergency preparedness plan.
- Analyze all potential hazards and the probability of the hazard occurring.
- Outline response procedures for all potential emergencies.
- Conduct training and drills to make all personnel aware of their roles during each emergency.
- Assess and amend the plan as necessary. Complete audits on an annual basis.

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