

IS YOUR BUSINESS PREPARED TO WEATHER THE STORM?

All businesses should have a disaster plan to communicate with employees, local authorities, customers and others during and after a disaster.

Employers: Be prepared to provide employees with information on when, if and how to report to work following an emergency.

- Set up a telephone call tree, password-protected page on the company Web site, e-mail alert or a call-in voice recording to communicate with employees in an emergency.
- Be clear about how their jobs may be affected.

Management: Provide company executives with all relevant information needed for the protection of employees, customers and facilities.

Message: It may be important to update the general public with calm assurance that all resources are being used to protect workers and the community. It is especially important to communicate that plans are in place for recovery.

Customers: Update your customers on when products will be shipped and services rendered.

Vendors: Get updates from vendors about their emergency plans.

Government: Inform the Economic Development Council (EDC) about what your company is prepared to do to help in the recovery efforts. The EDC can be contacted by phone at 941.309.1200, e-mail: info@edcsarasotacounty.com, or by visiting their Web site at www.edcsarasotacounty.com. Inform your Chamber of Commerce (i.e. Englewood, Longboat Key, North Port, Sarasota, Siesta Key or Venice) about how you can assist in recovery efforts. Communicate with local, state and federal authorities about what emergency assistance is needed for you to continue essential business activity.

Other businesses/immediate neighbors: You should be prepared to give neighboring companies a prompt briefing on the nature of the emergency so they will be able to assess their own threat level.

For a sample business emergency plan visit ready.gov/business, FloridaDisaster.org or FLdisasterKit.com

Sarasota County Emergency Management
941-861-5000

Visit Sarasota County's All Hazards Web site at
<http://allhazards.scgov.net>

IS YOUR BUSINESS STORMWISE?

Emergency Preparation Checklist

- Have an emergency plan.
- Make sure your employees know the plan and their role.
- Store valuable information in fire/waterproof containers, off-site and away from the storm's path.
- Have multiple sets of data/information backups.
- Evaluate your insurance coverage. Keep your policy in a location off-site.
Will your coverage allow you to fully recover?
- Assign specific responsibilities to specific employees to get operations running for a quick recovery.
- Have an agreement in place with an emergency restoration company.
- Stockpile spare parts and alternative power supplies.
- Locate alternate work sites and moving companies.
- Verify that key suppliers and service providers have an emergency plan.
- Insure that there are written procedures in place, lists of customers, vendors, inventory, calendars and schedules; and that this information and location is shared with other employees who will be needed to get the business back in operation.
- Unplug equipment during major storms.
- Encourage employees to have a workplace survival kit, including enough water, food and medications for a period of one week.
- Ensure that all documents are backed up on removable media disks and stored in a watertight enclosure and away from the storm's effects.

