



**(TYPE COMPANY NAME HERE)**

**DISASTER READINESS PLAN**

Submitted by \_\_\_\_\_

**For the Business**

This is the disaster plan for \_\_\_\_\_. It complies with the National Incident Management System, the nationwide framework designed by the Department of Homeland Security at the request of the President of the United States, to ensure that personnel, communications, facilities, and resources are used efficiently and effectively during the time of a disaster. This plan can be used in preparing for and response to a disruptive event of any size to ensure that \_\_\_\_\_ will be able to protect its employees and physical assets and resume its key operations as quickly as possible.

**General Information**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

**Point of Contact**

This person will handle all decisions regarding the disaster plan, be in charge during a disaster, and be the point of contact for responding agencies.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Alternate Point of Contact: \_\_\_\_\_

**Pre-Disaster Mitigation Strategies**

*The most effective way to handle a major disaster is to act ahead of time to reduce the potential impacts. The following questions will guide you through some of the simple steps you can take now to make lessen the impact of a disaster.*

- Have you undertaken inexpensive, non-structural adaptations that could protect your property such as the following?

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate your roof system to make sure it can weather a storm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove overhanging trees and branches which could fall and damage structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anchor and secure items such as tall bookcases, filing cabinets, shelves, heaters, and gas tanks to walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relocate valuable equipment to a safer or higher location to protect against water damage

- Have you designed procedures that could protect your employees such as the following?

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensured each employee has a Disaster Kit to enable them to shelter-in-place at your site? (See Appendix for items that should be included)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developed a plan to communicate with your employees if a disaster occurs during non-duty hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developed a plan to enable your employees to get in contact with their families in case of an emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Established policies for employees who have been exposed to pandemic influenza
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have sufficient infection control supplies (e.g. hand-hygiene products, tissues)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Train employees in hygienic practices and social distancing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Established policies for telecommuting or flexible work hours such as staggered shifts

### Technology

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are your computer networks secure?

### Personnel Management

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a process to screen employees (for example, checking references)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a system to keep track of who enters and exits your facility?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a process by which employees can report suspicious activities?

**Plan Maintenance**

This plan will be reviewed and updated at least annually by \_\_\_\_\_ (name/position)

Copies of the plan are held by: \_\_\_\_\_ (name/position)

Employees will be briefed on changes to the updated plan Y / N.

**Continuity of Operations (COOP)**

In addition to mitigating the effects of a disaster on your business, the goal of this plan is to ensure your business can resume its operations as quickly as possible following a disruption, ideally with no down time. This next section details the keys to a viable COOP plan – Alternate Facilities, Vital Records, Essential Functions/Orders of Succession, and Testing and Training.

Alternate Facility

- Have you secured an alternate work location in the event that your building is damaged or destroyed in a disaster?

Alternate Location Address: \_\_\_\_\_  
\_\_\_\_\_

Alternate Location Contact Person and Contact Information: \_\_\_\_\_  
\_\_\_\_\_

- Do you have a list of resources needed to recreate your company infrastructure in a new facility? Include: desks, tables, chairs, filing cabinets, work stations, etc., for each employee. Computers, monitors, printers, copiers, fax machines as needed. Forms, invoices, paper, etc. Office supplies. Telephones, network servers, UPS, etc. Vehicles, equipment, tools, tooling, materials and supplies, etc. Secure lists of suppliers, vendors, customers and other contacts.

- Corporate HQ will be notified of any disruption of operations by (means and person/position.)

**Vital Records**

- Have you secured and backed up those important records and documents are vital to the success of your business, and if lost in a disaster, can't easily be reproduced without considerable time and resources?

<u>Record</u>	<u>Medium (disk, paper, etc)</u>	<u>Stored onsite in a fire and waterproof location?</u>	<u>Stored offsite?</u>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are your offsite records updated often & regularly? Yes  No

Is the physical storage site likely to be affected by the same events that affect you?

Yes  No

Is access to vital records limited to those with need to know? Yes  No

Is access available 24/7? Yes  No

Has access accountability been established? Yes  No

Are your records, onsite & offsite, protected from hacking, tampering and unauthorized access?

Yes  No

Essential Functions / Orders of Succession

*What do you need to do to carry on your role in the community? What are the first things after a disaster you would have to do to get back up running so as to not sustain a grave economic loss or risk your business's future? It is important to think about the role your staff plays in accomplishing these functions and taking into consideration how these functions would be accomplished if important employees were not available. It is also important to not have employees unnecessarily duplicating work.*

Function 1: \_\_\_\_\_

Preparation Phase (Pre-Disaster)

- Who do we depend on to perform this function? \_\_\_\_\_
- Who depends on us to perform this function? \_\_\_\_\_
- What actions can be taken to reduce the potential impacts of a disaster? Who will be accountable for this? \_\_\_\_\_

Resumption Phase (Post-Disaster)

- Who is responsible for managing the resumption? \_\_\_\_\_
- How will this function be restarted if the usual personal, space, equipment, or personal are not available? \_\_\_\_\_
- Are their timing issues to be considered such as sequencing the resumption steps or issues relating to seasonal business patterns? \_\_\_\_\_

Function 2: \_\_\_\_\_

Preparation Phase (Pre-Disaster)

- Who do we depend on to perform this function? \_\_\_\_\_
- Who depends on us to perform this function? \_\_\_\_\_
- What actions can be taken to reduce the potential impacts of a disaster? Who will be accountable for this? \_\_\_\_\_

Resumption Phase (Post-Disaster)

- Who is responsible for managing the resumption? \_\_\_\_\_
- How will this function be restarted if the usual personal, space, equipment, or personal are not available? \_\_\_\_\_
- Are their timing issues to be considered such as sequencing the resumption steps or issues relating to seasonal business patterns? \_\_\_\_\_

Function 3: \_\_\_\_\_

Preparation Phase (Pre-Disaster)

- Who do we depend on to perform this function? \_\_\_\_\_
- Who depends on us to perform this function? \_\_\_\_\_
- What actions can be taken to reduce the potential impacts of a disaster? Who will be accountable for this? \_\_\_\_\_

Resumption Phase (Post-Disaster)

- Who is responsible for managing the resumption? \_\_\_\_\_
- How will this function be restarted if the usual personal, space, equipment, or personal are not available? \_\_\_\_\_
- Are their timing issues to be considered such as sequencing the resumption steps or issues relating to seasonal business patterns? \_\_\_\_\_

Function 4: \_\_\_\_\_

Preparation Phase (Pre-Disaster)

- Who do we depend on to perform this function? \_\_\_\_\_
- Who depends on us to perform this function? \_\_\_\_\_
- What actions can be taken to reduce the potential impacts of a disaster? Who will be accountable for this? \_\_\_\_\_

Resumption Phase (Post-Disaster)

- Who is responsible for managing the resumption? \_\_\_\_\_
- How will this function be restarted if the usual personal, space, equipment, or personal are not available? \_\_\_\_\_
- Are their timing issues to be considered such as sequencing the resumption steps or issues relating to seasonal business patterns? \_\_\_\_\_



Function 3: \_\_\_\_\_

Preparation Phase (Pre-Disaster)

- Who do we depend on to perform this function? \_\_\_\_\_
- Who depends on us to perform this function? \_\_\_\_\_
- What actions can be taken to reduce the potential impacts of a disaster? Who will be accountable for this? \_\_\_\_\_

Resumption Phase (Post-Disaster)

- Who is responsible for managing the resumption? \_\_\_\_\_
- How will this function be restarted if the usual personal, space, equipment, or personal are not available? \_\_\_\_\_
- Are their timing issues to be considered such as sequencing the resumption steps or issues relating to seasonal business patterns? \_\_\_\_\_

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Resumption Phase (Post-Disaster)

- Who is responsible for managing the resumption? \_\_\_\_\_
- How will this function be restarted if the usual personal, space, equipment, or personal are not available? \_\_\_\_\_
- Are their timing issues to be considered such as sequencing the resumption steps or issues relating to seasonal business patterns? \_\_\_\_\_

### Tests and Training

Your plan will not be effective unless all of your staff is aware and comfortable with it. The best way to accomplish this is to have trainings with all your staff.

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Our company will have at least one disaster preparation training every six months.

**Contacts: List of Key People and Resources**

*Include key internal and external contacts including vendors and local officials. Note: this is in addition to a master list of your employees that you must have so that they can be reached in there is an emergency.*

NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____	NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____
NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____	NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____
NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____	NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____
NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____	NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____
NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____	NAME: _____ ORGANIZATION: _____ TITLE: _____ CONTACT INFO: _____

## **NIMS (National Incident Management System)**

Have designated POCs been trained to interface with fire or law enforcement Incident Commander who will be in overall charge of the response? \_\_\_\_\_.

Has every employee been notified in writing that your business will be using NIMS? \_\_\_\_\_.

The Emergency Management Institute (EMI) is a division of the Federal Emergency Management Agency and offers self-paced independent study courses online designed for people who have emergency management responsibilities and for the general public.

Incident commanders should take Independent Study course 700 about NIMS and Independent Study course 100 about the Incident Command System.

These courses can be found at <http://training.fema.gov/IS/crslist.asp>

## **Part 5: Appendix**

These are some suggestions and tips to strengthen your business's resiliency.

### **- Checklist for Disaster Kit:**

- Three-day water and non-perishable food supply for you and your employees
- NOAA All Hazards Public Alert Radio (also called NOAA Weather Radios) with extra batteries
- Flashlights, batteries, light sticks with batteries
- Camera to document damages
- Tarps, plastic bags, duct tape
- Cleaning supplies, including mops, towels, and garbage bags
- Smoke Alarms and fire extinguishers

- Electric generator
  - Gas for vehicles
  - Cash
  - Whistle or flares to signal for help
- Suggestions for action items to protect your business as a storm approaches:
- Attach plywood or shutters to protect your windows and doors against wind-borne debris by installing a shutter system.
  - Protect exposed areas from water damages with tarps, plastic sheeting, and duct tape
  - Sandbag areas that might potentially flood
  - Shut off your utilities (electricity and/or water)
- Post Disaster Checklist
- Assess any damages to your business or property and document the damages
  - Report any losses to your insurance company as soon as possible
  - Repair and clean buildings and reorganize offices
  - Resume business functions based on the level of criticality defined in the Plan.
  - Update Disaster Plan based on any lessons learned.
- Other Disaster Preparation Suggestions
- Offer to pay for CPR or First Aid training or at least have one person on staff with these capabilities
  - Take part in the AidMatrix whereby your business can help with your community's recovery in the event of a disaster
  - Take one of the free classes offered by FEMA. Some offerings including "Protecting Your Home or Small Business from Disaster" and "Introduction to Continuity of Operations (COOP)."
  - Cross-train your employees in others' functions