BUSINESS EMERGENCY PLAN BASICS
General Preparedness

Executive Summary	☐ Purpose of the Plan/Mission Statement ☐ Authorities and Responsibilities of Key Personnel ☐ Types of Emergencies that Could Occur (Capabilities and Vulnerabilities) ☐ Managing Response Operations ☐ Schedule and Budget
Emergency Management Elements	☐ Direction and Control ☐ Communications ☐ Life Safety ☐ Property Protection ☐ Community Outreach ☐ Recovery and Restoration ☐ Administration and Logistics

Emergency Response Procedures
 	
Determine actions necessary to:
  ☐ Assess the situation.
  ☐ Protect employees, customers, visitors, equipment, vital records and other assets, particularly during the first 3 days.
  ☐ Get the business back up and running.
 	
In an emergency, all personnel should know their role and where they should go.
	Specific procedures might be needed for any number of situations such as bomb threats or tornadoes, and for such functions as:
	☐ Warning Employees and Customers
	☐ Communicating with Personnel and Community Responders
	☐ Conducting an Evacuation and Accounting for All Persons
	☐ Managing Response Activities
	☐ Shutting Down Operations
	☐ Protecting Vital Records
	☐ Restoring Operations
	
	Some facilities are required to develop:
	☐ Emergency Escape Procedures and Routes
	☐ Procedures for Employees Who Perform or Shut Down Critical
	☐ Operations Before an Evacuation
	☐ Procedures to Account for All Employees, Visitors, and Contractors
	
	After an Evacuation
	☐ Rescue and Medical Duties for Assigned Employees
	☐ Procedures for Reporting Emergencies
	☐ Names of Persons or Departments to Contact for Information About the Plan

Support Documents	☐ Emergency Call Lists ☐ Building and Site Maps ☐ Resource Lists

From the National Safety Council. http://www.nsc.org/safety-work/empreparedness/Pages/Emergency-Preparedness.aspx