

III. EVACUATION PLAN

Evacuation Plan for:

Name of Company:

Address:

Phone:

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures two times a year.

If we must leave the workplace quickly:

1. Warning System:
2. Assembly Site:
3. Assembly Site Manager and Alternate:
4. Shut Down Manager & Alternate:
5. Person responsible for issuing all clear is _____

Shelter-In-Place Plan for:

Name of Company:

Address:

Phone:

- We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- We have located, copied, and posted building and site maps.
- We will practice shelter procedures two times a year.

If we must take shelter quickly:

1. Warning System:
2. Storm Shelter Location:
3. Shelter Location and Alternate:
4. "Seal the Room" Shelter Location:
5. Shut Down Manager & Alternate:
6. Person responsible for issuing all clear is _____

Communications:

- We will communicate our emergency plans with co-workers in the following way:

- In the event of a disaster we will communicate with employees in the following way:

Cyber Security:

- To protect our computer hardware, we will _____
- To protect our computer software, we will _____
- If our computers are destroyed, we will use back-up computers at the following locations:

Records Back-Up:

- Is responsible for backing up our critical records including payroll and accounting systems.
- Back-up reports including a copy of this plan, site maps, insurance policies, bank account records and computer back-ups are stored on-site _____
- Another set of back-up records is stored at the following off-site location: _____
- If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

Employee Emergency Contact Information:

The following is a list of our co-workers and their individual emergency contact information:

Annual Review:

We will review and update this business continuity and disaster plan in _____.

Instructions:

1. Fill in your business name and contact information.
2. Remember: In case of an emergency, always dial 9-1-1. In non-emergency cases, have available phone number and contact information for police, fire, and insurance provider.
3. Make a list of your emergency planning team. For small businesses employing 1-4 employees, or even 5 to 9 employees, this could be one or two people. However, it is important that all employees know who the emergency planning people are.

Section I.

1. List all of your business operations and who is in charge. Identify what procedures will be necessary to recover each operation in the case of a disaster.

Section II.

1. List all of your suppliers and contractors including contact information; the materials or services they provide and alternate suppliers/contractors.

Section III.

1. All businesses should have an evacuation plan with marked exits, maps of exit routes should be posted in the workplace, and a copy of the evacuation plan should be made available to each employee or co-worker. Collaborate with neighboring businesses to avoid confusion. Make sure that all employees or co-workers are aware of the location to assemble in case of disasters.
2. Shelter-in-Place: Emergencies can occur quickly and without warning. It may be necessary to shelter-in-place during disasters. Make sure your disaster supply kit is available and employees or co-workers are aware of the location of these supplies. You should also have a person responsible, or in charge, to issue an "all clear" statement following a disaster.
3. Communicating your emergency plan to all employees or co-workers is vital. You may want to include the plan in your personnel policy, post it in the workplace, or discuss the plan on a regular basis during staff meetings. Whatever means of communication you choose, make sure each employee is aware of the emergency plan. Also, list the manner in which you will communicate with employees during disasters, such as use of cell phones, internet/e-mail service, or other methods.
4. IT security and data recovery procedures – make sure you have critical records backed up and safeguarded. Your server should be located high enough off the floor so that it does not get damaged during a flood. Drivers can be recovered, but they are costly so it is important to have a backup system. Take backup tapes off-site and store in a safe location, such as a safety deposit box. Battery backup and/or surge protection is also important.
5. List each employee or co-worker and their individual emergency contact information.
6. Review and update your emergency plan annually, or more frequently, if you have had changes in staff.