

# DISASTER PREPAREDNESS CHECKLIST

CALOLYMPIC  
SAFETY



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One of the most important decisions you can make for your business is to develop a disaster preparedness plan. Use the following checklist to help guide you as you prepare for potential disasters. Remember - people don't plan to fail, they fail to plan. Being prepared can make the difference between life and death.

## 1. ASSESS

- ☐ **Know your region and familiarize yourself with what disasters have occurred in the past, and which would most likely impact business**
  - Obtain an Hazard Vulnerability Assessment (HVA) from your local emergency management agency.
  - Consider the ability of your facility withstand damage from natural hazards, hazardous materials and other hazards.
  - Consult your insurance agent and consider what coverage is available and any special precautions to take.
- ☐ **Know who to contact in the event of an emergency and what their role is in helping. Identify external emergency response resources and obtain agreements for assistance during a disaster or other emergency.**
  - Local, state police
  - Fire department
  - Emergency medical services
  - Local government entities
  - Emergency management office
  - Local public health office
  - Local American Red Cross
  - National Weather Service
  - Utilities companies (water, telephone, gas, electric)
  - Neighboring businesses

## 2. CREATE AN EMERGENCY PLAN

- ☐ **Establish a planning committee responsible for the development and implementation of your emergency response plan.**
- ☐ **Obtain safety equipment.**
  - Make room in the budget for emergency equipment, first-aid kits, Automated External Defibrillators (AEDs), fire extinguishers, smoke detectors and any shelter-in-place supplies that may be needed. Communicate to employees where these supplies are located.
- ☐ **Write an Emergency Response Plan. Include:**
  - Clearly defined leadership hierarchy for who is in charge during an emergency.
  - Emergency warning system for employees, including communicating with employees and emergency management officials during a disaster or emergency.
  - Special considerations for employees with disabilities or special medical conditions.
  - Communication procedures for employees, families, emergency response and media prior to, during and after an emergency.
  - Evacuation, shelter-in-place and area-specific hazard procedures.
  - Internal medicine emergency response procedures.
- ☐ **Develop a Continuity of Operations Plan (COOP) to ensure continuity of business operations while emergency response operations are ongoing.**
  - Establish COOP activation procedures.
  - Identify business-essential functions and the staff responsible for carrying out those functions.
  - Establish procedures for emergency service with suppliers, vendors and other businesses that are critical to daily operations.
  - Establish a plan for conducting business in the event that the facility is not accessible.
  - Set-up electronic back-up for vital business records.



### 3. INTEGRATE DISASTER PREPAREDNESS INTO WORKPLACE CULTURE

#### ☐ Train employees.

- Consider partnering with community organizations to help create comprehensive preparedness training programs.
- Ensure employees know their role during a disaster and the roles of key personnel at the facility. Ensure employees are aware of warning and communication processes, as well as procedures for evacuation and shelter-in-place.

#### ☐ Purchase emergency equipment and supplies. Ensure employees know where supplies are located and how to access them in an emergency. Supplies include:

- First aid kits
- Automated External Defibrillators (AEDs)
- Fire extinguishers
- Smoke and carbon monoxide alarms
- Shelter-in-place supplies

#### ☐ Practice your Emergency Plan.

- Conduct and assess regular evacuation, COOP activation, shelter-in-place and medical emergency response drills.
- Use the drills to assess readiness and establish processes for improving response.
- Involve both personnel and community responders in the evaluation process.
- Increase training as needed.

#### ☐ Encourage personal preparedness among employees.

- Employees will be better prepared to respond to emergencies if they are aware of how to prepare at both work and home.
- Have at least 10% of employees trained in First Aid and CPR/AED skills to respond to emergencies at work.
- Offer emergency preparedness, CPR/AED and First Aid training to employees.
- Encourage employees and their families to prepare a disaster response kit, make an emergency response plan and be informed. Disaster kits should be kept at work, at home and in their vehicle.
- Encourage employees to learn alternate routes to and from your facility.
- Remind employees to ensure their emergency contact information is up-to-date. Request annual updates.
- Encourage employees with children to learn about the emergency plans at their children's schools.
- Suggest employees to have an out-of-town contact that they can call or text during an emergency.

#### ☐ Work with local community groups and government to ensure your community is prepared for disasters and other emergencies and encourage volunteerism among employees.

- Host blood drives.
- Contribute supplies and/or services to emergency efforts.
- Adopt a local school or school district and support their emergency preparedness programs.
- Work with community organizations to help train employees to serve on disaster assignments or conduct emergency preparedness presentations..



# DISASTER SUPPLY KIT

Create a Disaster Supply Kit to meet the needs of your employees during an emergency. Make sure employees know where supplies are located and how to access them in an emergency.

☐ **First Aid Kit**

☐ **Fire Extinguisher**

☐ **Food**

At least a three day supply of non-perishable food per person

☐ **Water**

One gallon of water per person per day for at least three days, for drinking and sanitation

☐ **Battery-Powered or Hand-Crank Radio**

☐ **Flashlights**

☐ **Extra Batteries**

☐ **Waterproof Plastic Bags**

☐ **Written Instructions for Turning Off Utilities**

Include instructions for turning off gas, electricity and water (if authorities advise you to do so).

☐ **Emergency Generator**

☐ **Cleaning Supplies**

Mops, pails, paper towels and work gloves for minor clean-up.

☐ **Basic Tools**

Hammers, wrenches and a crow bar.

☐ **Shelter-in-Place Supplies**

☐ Heavy-Duty Plastic (6 mil)

☐ Duct Tape

☐ Dust Masks

☐ Plywood Sheeting

☐ **Personal Sanitation Supplies**

☐ Moist Towelettes

☐ Garbage Bags and Plastic Ties

☐ Portable/Disposable Commode

☐ **Manual Can Opener**

☐ **Local Maps**

☐ **Protective Clothing and Rainwear**

☐ **Supplies for Employee's Special Needs**

Essential medications

