

## Business Preparedness

Business preparedness extends into many areas in order to ensure the safety of employees and customers, while protecting the business investment. Employers need to prepare now for emergencies.

Business preparedness is divided into three sections: plan to stay in business, how to communicate with internal and external audiences and how to protect the business investment.

Plan to stay in business (business continuity planning):

- **Be Informed:** Know what kinds of emergencies might affect your company.
- **Continuity Planning:** Carefully assess how your company functions, both internally and externally.
- **Emergency Planning:** Employees and co-workers are your business's most important asset.
- **Emergency Supplies:** Think first about the basics of survival: fresh water, food, clean air and warmth.
- **Deciding to Stay or Go:** Shelter-in-place or evacuate, plan for both possibilities.
- **Fire Safety:** Fire is the most common of all business disasters.
- **Medical Emergencies:** Take steps that give you the upper hand in responding to medical emergencies.

Communicating with internal and external audiences:

- **Involve Co-Workers:** Include people from all levels in emergency planning.
- **Practice the Plan:** Drills and exercises will help you prepare.
- **Promote Preparedness:** Encourage employees to make a family plan, build a kit and be informed.
- **Crisis Communication Plan:** Detail how you will be in contact with employees, customers and others during and after a disaster.
- **Employee Health:** People who have experienced a disaster may have special recovery needs.

Protecting the business investment:

- **Insurance Coverage:** Policies vary. Meet with your provider to review current coverage.
- **Utility Disruptions:** Prepare for extended outages during and after a disaster.
- **Facilities, Buildings & Plants:** Take steps to secure physical assets.
- **Equipment:** Conduct a room-by-room walk-through to determine what needs to be secured.
- **Building Air Protection:** Assess the HVAC system to improve indoor air quality.
- **Cyber Security:** Protect your data and information technology systems.

## Resources

- [Arizona Emergency Information Network \(AzEIN\)](#)
- [just in case arizona](#)
- [Small Business Administration \(SBA\)](#)
- [Ready Business](#)