

>>> PREPARE A KIT

Gather supplies for basic needs to survive in an emergency. Identify what emergency supplies the business will provide and which ones individuals should gather for themselves. An emergency supply kit should be available on the premises for sheltering-in-place. Employees should also make personal kits for their personal supplies, such as medications and specific personal needs.

Emergency Supply Kit

- Water—1 gallon of water per person per day for drinking and sanitation for at least 3 days
- Food—at least a 3-day supply of non-perishable food, plus a can opener if kit contains canned food
- First aid kit
- Individual medication (3-day supply)
- Personal hygiene items
- Lightweight rain gear

Employee Emergency Supply Kit

- Battery-operated AM/FM radio and extra batteries
- Basic tools
- Flashlights and extra batteries
- Extra set of keys to vehicles, business, building, etc.
- Contact information for emergency personnel and family
- Small regional map

> For information on what to include in your kit, visit www.ready.gov

> For more information on emergency preparedness for businesses, go to: www.ready.gov/business or www.fema.gov/business

BUSINESS PREPAREDNESS

A GUIDE TO EMERGENCY PREPARATION



STAY INFORMED—SIGN UP FOR ALERTS!

Sign up for **Alert Prince George's** to receive alerts and information about severe weather, major traffic disruptions, significant power outages, and flooded areas. This is a free service, but check with your wireless plan to see if message rates apply. Visit <http://alert.mypgc.us> to sign up.

Follow us on **Twitter!** Subscribe to @PGCountyOEM to receive information during emergencies.

>>> MAKE A PLAN

Involve managers and employees in developing and using your emergency and continuity of operations plans.

What should be in your plan?

- Identify potential hazards that would disrupt your business, and identify how they would affect your employees and your operations.
- Determine how to continue human resources and other critical business operations following disaster and/or disruption.
- Consider how to manage business operations if you or key employees cannot reach work.
- Plan to train and hold drills for sheltering-in-place or evacuating from the workplace.
- Establish a business contact line separate and remote from your main business phones to give employees recorded messages on what to do if your workplace is not accessible during or following disasters.
- Consider forwarding calls from a business phone line(s) to remote lines for messages.
- Maintain employee safety and accountability during an emergency.

What Should You Plan For?

- During emergencies, taking care of employees, customers, visitors and others, can save lives.
- Develop a system to account for and direct employees', contractors', and customers' safety during emergencies.
- Assign responsibilities for everyone to shelter-in-place or evacuate.
- Assign and train employees to assist other employees and customers with disabilities and others with access and functional needs, including those who do not understand English. These employees must know what to do, where to go, and how to assist during emergencies.

When and Where Should You Go?

Shelter-in-Place—Some emergencies may require everyone to shelter-in-place until the danger is resolved. When officials announce a shelter-in-place situation, act immediately.

- Establish a secure or safe room away from windows, if possible, for employees to shelter-in-place.
- Plan on sheltering-in-place for a few hours or for prolonged periods lasting up to 72 hours.
- Close all doors and windows. If this cannot be done, develop a plan for securing them.
- Know how to turn off ventilation systems and electrical systems and seal doors if directed by emergency officials.
- Stay informed via Alert Prince George's, and social media.
- Listen to emergency broadcast system announcements on portable radios or any available media resource.
- Make use of your company emergency supply kit and employees' personal emergency supply kits.

Evacuate—Some disasters may require everyone to evacuate the premises.

- Evacuate immediately when an official order is given.
- Designate who in your business will ensure that the evacuation order is followed, and establish a chain of command with delegated authority to carry out the evacuation.
- Assign duties to shut down critical business systems and operations and to lock doors when facilities are empty.
- Display emergency exit route maps in prominent locations throughout your business that show building plans, stairways and all emergency exits. Plan at least two different ways out of your business.
- Direct all people to your designated assembly area. Select one location near your facility that is a safe distance away and another that is further away in case you have to relocate.
- Account for all workers, visitors, contractors, and customers at the assembly site. Inform fire or police officials if anyone is left in the building or is not accounted for.
- Identify the person who will provide the all-clear or return-to-work notification.
- Grab your employee emergency supply kit.

>>> TRAIN YOUR EMPLOYEES

Ensure that all of your employees know what to do in an emergency. Consider training opportunities provided by Prince George's County Public Safety Departments, and the American Red Cross for Emergency Response, including training for use of fire extinguishers, first aid, special needs, CPR, workplace violence, disease outbreaks, and emergency response teams.