

## EMERGENCY PLAN TOOLKIT OVERVIEW

Preparing for emergencies is important, whether you run a public, private, community or nonprofit organization. The *Ready New York: For Business Emergency Plan Toolkit* helps you make an emergency plan for your organization to ensure it can operate during and after an emergency through the following steps:

### ■ PLAN TO STAY IN BUSINESS

- **Key business functions** – key business functions are activities that are important to your organization's survival and to the continuation of business operations. These can include insurance claims, opening a new checking account, etc. On this sheet, you can list what your organization's key business functions are, who is responsible for these functions, and their contact information.
- **Critical employees** – before a disaster strikes, it's a good idea to make emergency planning a shared responsibility. Pick employees that will be responsible for the safety and well-being of your organization, and record their information on this sheet.
- **Important documents** – every organization has important documents that they need in order to operate. Review this list to ensure you have copies of these documents, and store them somewhere safe. Make additional copies and store them at a back-up location.

■ **PLAN TO STAY IN TOUCH** – having up-to-date contact information for your employees is crucial, especially when an emergency occurs. On this sheet, you can make a list of all their names, phone numbers and email addresses, and additional needs (i.e., disabilities and other access and functional needs).

■ **PLAN TO TAKE ACTION** – every organization should have an emergency plan. Make sure you and your employees know what to do if disaster strikes. Make a plan that includes ways you will stay in touch, designate meeting places near your place of business and outside the area, and more. Record the plan on this sheet, and communicate this plan with your employees.

### ■ PLAN TO PROTECT YOUR INVESTMENT

- **External Contacts** – all organizations rely on vendors, suppliers, resources, utility providers, etc., to help their business function during and after an emergency. On this sheet, make a list of these contacts – including your primary and secondary contacts – so you and your employees know who to call if business is disrupted.
- **Assets** – think about what you will need to help your business function during and after an emergency. On this sheet, make a list that can include any physical assets ranging from office supplies to equipment.

■ **KNOW HOW TO RESPOND** – your employees should know what emergency supplies to have on hand if they are ordered to evacuate or if they are required to stay where they are (i.e., shelter in place). This sheet provides an overview of what supplies are essential, and includes spaces to list other items that one may need in an emergency.

Once these sheets are completed, save and store them somewhere safe. Make additional copies that you can keep at an off-site location. You should review these planning sheets on a regular basis, and make updates as needed.