



# Every Business Should Have A Plan.



## Homeland Security

### **Be Informed.**

Do you know what kind of emergencies might affect your company?  
Do you know what you will do in an emergency situation?

### **Develop a Business Continuity Plan.**

Do you know which staff, procedures and equipment are absolutely necessary to keep operating?  
Do you have back-up plans for those operations?  
Do you know what you will do if your building or plant is not accessible?  
Do you know what you will do if your suppliers are impacted by a disaster?  
Are you ready for utility disruptions?

### **Prepare your Emergency Plan.**

Do you have an evacuation and shelter-in-place plan?  
Do you have a plan to communicate with employees before, during and after an incident?  
Do you have copies of building and site maps with utilities and emergency routes marked?  
Are your employees trained for medical emergencies?

### **Practice the Emergency Plan.**

Have you practiced your plan recently?  
Do you practice and coordinate with other businesses in your building or industrial complex?  
Have you reviewed your plans in the last 12 months?

### **Review Insurance Coverage.**

Have you reviewed your insurance coverage recently to see if you're covered in a disaster?

### **Secure Your Facility and Equipment.**

Have you secured all the ways people, products and supplies get into your building?  
Have you conducted a room-by-room walk through to determine what can be strapped down?

### **Improve Cyber Security.**

Do you regularly install patches to your software?  
Have you installed a firewall on your computer?  
Do you regularly update your antivirus software?

### **Promote Family and Individual Preparedness.**

Do you encourage employees to have a personal emergency supply kit and a family communication plan?

**If you answered “No” to any of these questions, visit [www.ready.gov](http://www.ready.gov) and learn how to better prepare your business.**