Protect Your Organization by Preparing Your Employees

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For copies of the slides presented during today’s session, please visit:
http://agil.me/2015npm3
1. The importance of employee preparedness
2. Ways to directly assist employees
3. Tools to help any organization prepare
4. Q&A
The importance of employee preparedness
Sometimes Emergencies Happen
New York City following Hurricane Sandy on Oct 29, 2012

Sometimes they are serious
I. **15-40%** – The number of businesses that fail following a natural or manmade disaster.*

II. **35%** – The number of small to medium-sized businesses that have a comprehensive disaster recovery plan.**

III. **94%** – Number of small business owners who believe a disaster could seriously disrupt their business within the next two years.***

IV. **51%** – Number of Americans who have experienced at least one emergency situation involving lost utilities for at least 3 days, evacuation from their home or office, loss of communications with family members or had to provide first aid to others.****

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The Importance of Preparedness
The 10 Elements of Preparedness

1. Assessing Your Risk
2. Insurance Coverage
3. Emergency Kit
4. Analyzing Your Critical Functions
5. Supply Chain Preparedness
6. Data Back-Up
7. Testing the Plan
8. Crisis Communications
9. Alternate Worksite
10. Emergency Response Plan

Employees
Ways to Directly Assist Employees
Ensure They Know the Plan

1. Do they Know the plan exists?
2. Do they know where to find the plan?
3. Do they know their primary role?
4. Have you shared the plan with new hires?
• Productivity suffers
• Inability to login to networks
  - Phone/Internet Outages
  - Power Outages
• Unwillingness to report to duty
• - Family or Property in peril
• Distractions
• Child Care Issues
1. Critical Functions must continue
2. Certain areas/departments may experience greater demand
3. Longer/Odd Hours may require additional staffing
4. Employee Absenteeism will spike

For this checklist and others, please visit: http://www.PrepareMyBusiness.org

Cross Train Employees
1. Mass Public Transportation Shut Down
   a) Car Pooling
   b) Overnight accommodations nearby

2. Fuel Shortages
   a) Storage of Fuel for Critical vehicles/staff
   b) Fuel vendor for deliveries

3. Restricted Access to non-Residents

4. Damaged/Destroyed Vehicles
1. Do they have a plan?
   a) Evacuation/Shelter plan
   b) Critical Document Storage
   c) Emergency Alert System
   d) Emergency/Go Kit

2. How can your organization help?
   a) Workshops
   b) Checklists
   c) Emergency Kits
   d) Flu Shot Clinics
   e) Family Involvement Days
Tools to help ANY Organization or Family Prepare

Agenda Item 3
Take Four Simple Steps:

1. Be Informed
2. Make a plan
3. Build a Kit
4. Get Involved

Keep It Simple!
• Have an Emergency Radio (or several)
• Know the Evacuation Routes
• Advise Employees ahead of forecast weather events
• Know the most likely threats and plans to mitigate the risks
  • Including both Natural & Man-Made Threats
  • NOTE: Home Fires are #1 Family Disaster
• Be familiar with local warning systems and emergency plans
  • Information sources, shelter locations & emergency contacts

#1 – Be Informed
Before/During/After an Event:

• Stay informed & up-to-date on the situation
• Verify information being shared to others
• Properly vet information being provided to you
• Use all information sources available (Social Media included)
• Ensure Employees know what actions are being taken
• Help employees make decisions by setting an example

#1 – Be Informed
Resources:

• www.RedCross.org
• www.Ready.gov
• www.Do1Thing.com

Considerations:

• Commute Routes
• Nearby Threats
• Children & Elderly
• Special Needs
• Medical Needs
• Pets

Plan Elements:

• Home/School/Workplace Plans
• Communication Plans
• Neighbors & Out-of-Area Contacts
• 3+ Days of Supplies

#2 – Make A Plan
Quick Links:

- Family Emergency Plan:

#2 – Make A Plan
Quick Links:

- **Specific Threats (Available in many languages):**
  http://www.redcross.org/prepare/disaster-safety-library

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**Be Red Cross Ready**

**Winter Storm Safety Checklist**

**Know the Difference**
- Winter Storms VS. Winter Storm Watch

**Winter Storm Safety Checklist**

**Power Outage Checklist**

- **What should I do for a power outage?**
  - Keep food on ice or cool as possible.
  - Keep frozen meat and dairy items closed and frozen.
  - Keep the freezer closed as much as possible.
  - Plan to use your refrigerator and freezer to prepare for the temporary power outage.

**What should I do during a power outage?**

- **Keep food on ice or cool as possible.**
- **Keep frozen meat and dairy items closed and frozen.**
- **Keep the freezer closed as much as possible.**
- **Plan to use your refrigerator and freezer to prepare for the temporary power outage.**

**What should I do when the power comes back on?**

- **If food has thawed, throw it away.**
- **If food has been refrigerated or kept cool, throw it away if it smelled bad.**
- **If food has been refrigerated, check the expiration date.**
- **If food has been refrigerated, throw it away if it smells bad.**
- **If food has been refrigerated, check the expiration date.**

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**Be Red Cross Ready**

**Hurricane Safety Checklist**

**Know the Difference**
- Hurricane VS. Hurricane Watch

**Hurricane Safety Checklist**

**Fire Prevention & Safety Checklist**

- **What should I install in my home?**
  - Smoke Alarms: Smoke alarms should be installed on every level of your home, inside bedrooms and outside sleeping areas. Test smoke alarms at least once a month and replace the batteries at least once a year.

**Steps You Can Take Now**

- **Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.**
- **Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.**
- **Test smoke alarms at least once a year.**
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**Practice fire safety at home**

- **Follow Your Escape Plan!**

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**#2 – Make A Plan**
Quick Links:

• Sesame Street Family Emergency Plan:  
  http://www.sesamestreet.org/cms_services/services?action=download&uid=069038ec-b604-4929-b343-d25737006be4

#2 – Make A Plan
Quick Links:

• Children’s Emergency Contact Card:

• Backpacks
• School Field Trips
• Play-dates
• Birthday/Slumber Parties
• Church Trips/Functions

#2 – Make A Plan
Employee Emergency Kits

- An emergency or disaster recovery kit should contain:
  - Fresh water, Non-perishable food, Flashlights
  - Extra batteries, Battery-powered AM/FM or NOAA radio
  - First aid kit, Copies of important documents and records
  - Extra Clothing during colder months
  - Solar or Crank Electrical Device Charger

- For a complete list of items, visit www.Ready.gov or www.RedCross.org

At Home AND At Work

#3 – Build a Kit
Quick Links:

• Basic Supplies List:


#3 – Build a Kit

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleach with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children
Quick Links:

• CDC Checklist:

#3 – Build a Kit
• Participate in Local Drills
• Talk to your Neighbors (both at home and at work)
• Become a Citizen Corps Member
  (http://www.ready.gov/citizen-corps)
• Involve other Social Groups
  • Neighborhood Watch, Faith-based Organizations, Social Clubs, Friend Networks, Professional Associations
• Volunteer Locally
  (Red Cross, CERT Training, Crime Prevention)
• Join the National Preparedness Coalition
  (http://www.ready.gov/prepare)

#4 – Get Involved
More tools and information available at:


Other Tools
National PrepareAthon! Day: September 30th, 2015

Challenge YOU to take *one action* from today’s webinar.

www.ready.gov/prepare

“Take Action to Prepare”
America’s PrepareAthon! Website

www.ready.gov/prepare

- Online registration*
- Events calendar*
- Preparedness resources
- Branding resources
- Promotional resources
- National research
- Dedicated state pages
- Online discussion boards*

*Shared with national preparedness community
Final National Preparedness Month Webinar:
- “If You Do Nothing Else This Year...”
  Wednesday, September 30th – 2pm to 2:30pm

Register at www.NPM2015.com
QUESTIONS?

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Today’s session has been recorded. Links to the archived recording will be emailed to all registrants automatically tomorrow.

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Questions?

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