



Emergency Preparedness for Businesses

Just like homes, businesses and their employees can face a variety of hazards on the job including fires, floods, earthquakes, and more. Other emergencies to consider are serious illnesses (hello Coronavirus), threats or acts of violence, accidents, and power outages, to name a few.

Here's how you can prepare for your next workplace emergency:

Preparedness:

- Post and practice evacuation routes regularly.
- Implement a phone tree to reach employees to ensure communication about closures or incidents that may affect the workplace. This may also include assigning a point person or persons in leadership roles.
- Keep a first aid kit easily accessible and well-stocked. This should include a battery-operated radio for emergency information.
- Keep & maintain proper fire extinguishers in strategic locations with easy-to-follow directions.



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During an Emergency:

- Shut all windows and doors.
- Remove flammable window shades, curtains and close metal shutters.
- Move flammable furniture to the center of the room, away from windows and doors.
- Leave your lights on so firefighters can see inside under smoky conditions.
- Shut off the air conditioning, heat, pilot lights, and propane tanks and turn off ice makers and remove ice trays.
- Remove valuable items that should be taken out of the building.

Outside:

- Gather flammable items from the exterior including signs, flags, and décor.
- Leave exterior lights on so your business is visible to responders.
- Post a sign of closure and an expected reopening date with important contact information. To assist emergency personnel, the sign may include evacuation notes or assistance requests.

