

PLAN TO STAY IN BUSINESS	If this location is not accessible we will operate from location below:
Business Name	Business Name
Address	Address
City, State	City, State
Telephone Number	Telephone Number
The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.	If the person is unable to manage the crisis, the person below will succeed in management:
Primary Emergency Contact	Secondary Emergency Contact
Telephone Number	Telephone Number
Alternative Number	Alternative Number
E-mail	E-mail
EMERGENCY CONTACT INFORMATION	
Dial 9-1-1 in an Emergency	
Non-Emergency Police/Fire	
Insurance Provider	



0 0 0	nan-made disasters could impact o	- -
0	articipate in emergency planning a	- - -
participate on our emergence o o o	neighboring businesses and our bu	uilding management will
OUR CRITICAL OPERATI The following is a prioritize recover from a disaster.	ONS ed list of our critical operations, sta	aff and procedures we need to
Operation	Staff in Charge	Action Plan



SUPPLIERS A	AND CONTRAC	CTORS	
Company Name:			
Street Address:			_
City:	State:	Zip Code:	
Phone:	Fax:	E-Mail:	
Contact Name:		Account Number:	
Materials/Service	Provided:		
If this company	experiences a	disaster, we will obtain suppli	es/materials from the following:
Company Name: _			
Street Address:			_
City:	State:	Zip Code:	
Phone:	Fax:	E-Mail:	
Contact Name:		Account Number:	
Materials/Service	Provided:		
If this company	experiences a	disaster, we will obtain suppli	es/materials from the following:
Company Name:			
Street Address:			_
City:	State:	Zip Code:	
Phone:	Fax:	E-Mail:	
Contact Name:		Account Number:	
Materials/Service	Provided:		



EVACUATION PLAN FOR	LOCATION	
(Insert address)		
 o We have developed these plans in collaboration with neighboring busin and building owners to avoid confusion or gridlock. o We have located, copied and posted building and site maps. o Exits are clearly marked. o We will practice evacuation procedures times a year. 	esses	
If we must leave the workplace quickly:		
1. Warning System:		
We will test the warning system and record results times a year.		
2. Assembly Site:		
3. Assembly Site Manager & Alternate:		
a. Responsibilities Include:		
4. Shut Down Manager & Alternate:		
a. Responsibilities Include:		
5. is responsible for issuing all clear.		



□ SHELTER-IN-PLACE PLAN FOR	LOCATION
(Insert address)	
 o We have talked to co-workers about which emergency supplies, if a will provide in the shelter location and which supplies individuals makeeping in a portable kit personalized for individual needs. o We will practice shelter procedures times a year. 	
If we must take shelter quickly	
1. Warning System:	
We will test the warning system and record results times a year.	
2. Storm Shelter Location:	
3. "Seal the Room" Shelter Location:	
4. Shelter Manager & Alternate:	
a. Responsibilities Include:	
5. Shut Down Manager & Alternate:	
a. Responsibilities Include:	
6 is responsible for issuing all clear.	



COMMUNICATIONS				
We will communicate our emergency plans with co-workers in the following way:				
In the event of a disaster we will communicate with employees in the following way:				
CYBER SECURITY To protect our computer hardware, we will:				
To protect our computer software, we will:				
If our computers are destroyed, we will use back-up computers at the following location:				
RECORDS BACK-UP is responsible for backing up our critical records including payroll and accounting systems.				
Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite				
Another set of back-up records is stored at the following off-site location:				
If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:				



	 	