

Take Care of Yourself First!

Your family depends on you to take care of them. You can only be helpful to them if your ducks are in order.

Develop an emergency plan for your home.

- Your plan should be simple in scope and set in a step by step easy to follow instructions.
- The plan should cover all hazards; flooding, earthquake, fire etc.
- Make sure you address evacuation and sheltering in place in your plan.

Build a 72 hour emergency kit for home, a travel emergency kit for your car and a grab and go kit for work.

- Your kit should be customized with you, your family and pets in mind.
- Place the kit in an easy to access area of your home.

Have an out of area or state contact for the entire family and a sister company out of state for emergency contact purposes.

- Everyone in your family should call the same relative.
- Develop a call tree for your office.

Learn some life saving skills and stay current.

- Make CPR , First Aid and automated external defibrillator or AED, part of your annual company training.
- Find Community Emergency Response Team (CERT) training in your area.

Plan, Practice and Train as a team.

Disaster Preparedness Resources for Business

Department of Homeland Security's Ready Business - www.ready.gov/business/plan/planning.html

Good information on continuity of operations planning, emergency preparedness, etc. It also has downloads available, such as a sample emergency plan. <http://www.ready.gov/america/downloads/sampleplan.pdf>

University of Washington Department of Emergency Management

<http://www.washington.edu/admin/business/oem/bcm/>

Information on many aspects of disaster preparedness for businesses, such as data protection, business continuity planning, employee preparedness, supply chain protection, and more (see left sidebar for topics).

State of Washington Emergency Management Division

Personal and Family Preparedness: http://emd.wa.gov/preparedness/prep_personal_preparedness.shtml

Emergency Management Business Portal: http://emd.wa.gov/preparedness/prep_business.shtml

Neighborhood Preparedness: <http://www.emd.wa.gov/myn/index.shtml>

Public Information Emergency Response (PIER) Business Information site (web based push messaging system for media releases): <http://www.wadisasternews.com/go/maillinglist/1105/>

Internal Revenue Service – Disaster Preparedness

Preparing for a Disaster (Taxpayers and Businesses)

<http://www.irs.gov/businesses/small/article/0,,id=180547,00.html>

Planning what to do in case of a disaster is an important part of being prepared. Some simple steps can help taxpayers and businesses protect financial and tax records in case of disasters. Information and suggestions on paperless recordkeeping, documenting assets and valuables, ensuring payroll providers have fiduciary bonds, and emergency planning. This article also has information and links on IRS disaster assistance.

Publication 584B – Business Casualty, Disaster and Theft Loss Workbook

<http://www.irs.gov/pub/irs-pdf/p584b.pdf>

This publication contains worksheets you can use to inventory office equipment, business equipment, etc.

IRS article – Reconstructing Your Records

<http://www.irs.gov/newsroom/article/0,,id=152317,00.html>

Suggestions on how you can reconstruct lost records, as well as IRS assistance available to help reconstruct records (transcript, copy of return, etc).

IRS Post Disaster Information - Disaster Assistance and Emergency Relief for Individuals and Businesses

<http://www.irs.gov/businesses/small/article/0,,id=156138,00.html>

SBA – www.sba.gov

Disaster preparedness page: <http://www.sba.gov/services/disasterassistance/disasterpreparedness/index.html>

Disaster assistance page: <http://www.sba.gov/services/disasterassistance/index.html>

Information on SBA disaster assistance, frequently asked questions and business disaster preparedness:

http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_da_dprep_factsheethome.pdf

FEMA - <http://www.fema.gov/>

Business section: <http://www.fema.gov/business/index.shtm>

National Flood Insurance Program (NFIP) - <http://www.floodsmart.gov/floodsmart/>

Information about flooding and flood insurance for homeowners and businesses, including interactive tools to evaluate your risk, cost of flooding, and a search tool to find an insurance agent in your area.

Washington State Office of the Insurance Commissioner - <http://www.oic.wa.gov/>

Information on insurance for consumers and small businesses in Washington.

Small Business Insurance 101: http://www.oic.wa.gov/publications/small_bus/smallbusiness.shtml

Dept of Health –

Pandemic Flu Information for Businesses (King County Department of Public Health)

<http://www.kingcounty.gov/healthservices/health/preparedness/pandemicflu/businesses.aspx>

General information on pandemic flu, guidelines for employers, articles employers can use, and fact sheets in multiple languages.