

Business Continuity and Disaster Preparedness Plan

The below information will aid our employees in the event of a natural or man-made disaster. We have developed these plans to avoid confusion or gridlock.

Contact & Alternate Operations Information ---

In the event of an emergency, refer to the information below for safety procedures.

Business Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

If this location is not accessible we will operate from location below:

Business Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

The following person is the primary crisis manager and will serve as the company spokesperson in an emergency.

Primary Emergency Contact: _____

Telephone Number: _____

Alternative Number: _____

E-mail: _____

Emergency Planning Team

The following people will participate in emergency planning and crisis management.

1. Name: _____

Contact Info: _____

2. Name: _____

Contact Info: _____

3. Name: _____

Contact Info: _____

4. Name: _____

Contact Info: _____

5. Name: _____

Contact Info: _____

Our Critical Operations ---

The following is a prioritized list of critical operations, staff and procedures we will use to recover from a disaster.

Operation	Staff in Charge	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evacuation and Shelter Plans for Natural and Man-Made Disasters

The following locations and plans will be implemented in the event of an emergency.

Evacuation Plan ---

EVACUATION PLAN FOR _____ LOCATION
(Insert Address)

If we must leave the workplace quickly, we will reassemble at the following location:

Assembly Site Manager & Alternate: _____

a. Responsibilities Include:

Person responsible for issuing all clear: _____

Shelter Plan ---

SHELTER IN PLACE PLAN FOR _____ LOCATION
(Insert Address)

If we must take shelter quickly:

Storm Shelter Location: _____

“Seal the Room” Shelter Location: _____

Shelter Location & Alternate: _____

a. Responsibilities Include:

Person responsible for issuing all clear: _____