

IS YOUR OFFICE PREPARED FOR AN EMERGENCY?

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Quick, your company is experiencing an emergency: a fire, a flood or an earthquake. What's your next step? How do you communicate the next steps to your employees? Do you have a backup plan if your building is closed down for several days or weeks? These are all important questions to consider before experiencing an emergency. Creating an Emergency Recovery Plan is essential in every office. An Emergency Recovery Plan sets clear guidelines for your staff and company on how it will handle these events should they arise. The following are guidelines to follow while implementing your Emergency Recovery Plan.

- Implement an Emergency Management Team. The team should be comprised of various members of your company. A larger company may want to assign someone from each department to this team while a smaller company may include just two or three members.
- Create an Emergency Plan Policy. This policy should include contact information for key vendors and employees. It should detail information that would be important to have at the tips of your fingers during a true emergency.
- Create an Emergency Evacuation Plan. Indicate the meeting location on the map and distribute it to each employee. It is also a good idea to post this evacuation map on emergency exit doors and in a high traffic area of the office such as the kitchen.
- Set up a text alert account. Nearly everyone has a cell phone, and during an emergency, it is one of the first things employees will grab as they exit the building.
- Put together an Emergency Event binder where all of the above-mentioned documents and policies are included along with an employee roster and contact information. These should be kept updated as employees come and go within your company. This binder should be kept somewhere that is easily accessible where everyone knows it's location and who is responsible for grabbing it during an emergency.
- Implement the policies and communicate them clearly with your staff, so if an emergency does arise, everyone knows a plan is in place and what to expect.

Once you have created your Emergency Recovery Plan make sure to keep it updated. The Emergency Management Team should meet annually to keep contact information up-to-date and accurate. Larger companies may need to have several binders, one for each department, if needed. You can never predict an emergency but being prepared will keep your employees calm and under control. The goal is to keep



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your employees completely safe followed by the rapid recovery of your office. If you adapt these ideas for your company, you should be prepared in the event of any emergency.

If you have questions about this or any other human resource issue, please contact your Account Manager or [Amanda Mueller](mailto:amueller@connerash.com) at (314) 205-2510 or via email at amueller@connerash.com.