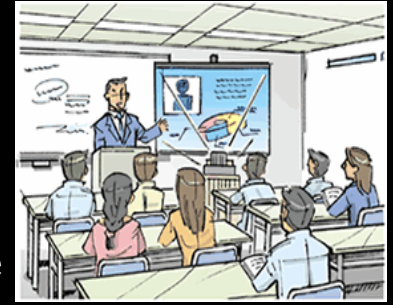


Businesses... Are You Ready?



Whether it's a widespread power outage, severe weather, health threat, evacuation or another emergency...

Be aware and prepare for emergencies, they can happen at any time.

Create a checklist of supplies/things to do for your businesses:

□ Plan for the impact on your business

- Identify a coordinator and/or team with defined roles and responsibilities for preparedness planning and other critical inputs (material, supplies).
- Identify essential employees
- Train and prepare ancillary employees (e.g. contractors) for the impact of an emergency
- Develop and plan for likely scenarios that may result in an increase or decrease in demand for your product.
- Determine the impact of emergency on business
- Establish an emergency communications plan
- Implement drills and exercises



□ Plan for the impact on your employees/customers

- Forecast and allow for employee absences during an emergency
- Implement guidelines for contact (e.g. office layout and seating at meetings)
- Evaluate employee accessibility to health care
- Identify employees and customers with special needs and include requirements in your plan



- ## □ Establish policies to be implemented during an emergency (e.g. compensation, sick leave and flexible worksites/hours)
- Adopt infection control policies and procedures

☐ Allocate resources (supplies, medical personnel) to protect your employees and customers during an emergency

-Enhance communications as needed to support telecommuting and customer access

☐ Communicate with and educate your employees.

-Share information with employees about your plan
-Provide accurate and up-to-date information regarding the emergency

☐ Coordinate with other organizations and help your community

-Work with insurers, health plans and local healthcare facilities to share your plans and understand their capabilities and plans.
-Collaborate with the health department to participate in planning and understand their capabilities and plans.



For questions or concerns regarding Emergency Preparedness please contact the Livingston County Department of Health at 585-243-7299, or visit www.co.livingston.state.ny.us/pubhlth.htm

For additional information please visit www.pandemicflu.gov or www.redcross.org

