



Daily Laboratories

Division of Mobilab, Inc.
2200 W. Altorfer Dr. Suite B · Peoria, IL 61615

ISO 17025
Registry no. 17-B-00133

Business Emergency Preparedness

Disaster Preparedness Guide

- a. Focus on prevention.
 - Regular checks of sprinklers & fire extinguishers. Smoke detectors and CO monitors.
 - Plan for a continuity of computer operations.
 - Prevention includes surge protectors, duplicate servers, etc. Regular backups, firewalls, etc.
 - Protect vital records.
 - Fireproof safe. Cloud. Copies off-site. Employee records, contracts, financials, permits.
 - Create backup copies of critical data and programs and keep in a separate location.

- b. Know your risks and types of disasters.
 - Not just natural (tornado, fire, earthquake, etc). Train derailment, airplane crash, ammonia leak, etc. What does your neighbor do?

- c. Appoint a disaster recovery team.
 - Include someone from all areas of the business. Designate roles and responsibilities and a clear chain of command. Appoint a spokesperson to speak on behalf of the company.

- d. Evacuation plans.
 - If escape, primary and secondary routes. Are they marked, lit & easily reached?
 - Meeting place and head counts.
 - What about people who will need assistance (disabled, children, injured, asthma, etc.)?
 - Who will assist and how?
 - Do you know who was in the business when the incident occurred?
 - What about shelter-in-place procedures?

- e. Updated emergency numbers. Establish an emergency communications plan.
 - Not just 911. Cilco? Phone? Water? Employees? Disaster team? Clients?
 - Landlord? Contacts for other businesses in a shared building? Construction company?
 - Regulatory agencies?
 - Phone trees for communication with employees, families.
 - Where are your ER numbers? Written down in a book? Cell phone? Who has your number?



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- f. Emergency kit and disaster prevention equipment.
 - FlashlightS, batteries, first aid, bottled water, tools, portable AM/FM radio.
 - Where are the gas/water shut-offs? Do you need tools to turn those off?
 - Two-way radios for communications?

 - g. Insurance coverages and contact information. Know how to access it.

 - h. Recovery plan.
 - Damage assessment. Salvage operations.
 - Product destruction plan. What goes? How to determine. What proof do you need? Camera?
 - Document everything.
 - Mutual aid agreements with other facilities or businesses like yours?

 - i. Keep your plan up to date.
 - New employees, equipment, floor plans, sites, construction?
 - Where is your plan? Accessible? From where?

 - j. Train and test your employees.
 - Different scenarios. Tabletop discussion all the way to full-scale exercise.

Resources: SBA <https://www.sba.gov/content/disaster-preparedness>
Red Cross ReadyRating <http://www.readyrating.org/>

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