Get Your BUSINESS ready in 5 Steps

1. Stay Informed - Sign up for AlertMontgomery to receive emergency notices and instructions
2. Make a Plan
3. Train Your Employees
4. Prepare a Kit
5. Reduce Potential Damage

Important County Phone Numbers

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<td><strong>EMERGENCY</strong></td>
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<td>Police</td>
<td>911</td>
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<td>Fire</td>
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<td>Ambulance</td>
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<td><strong>NON-EMERGENCY</strong></td>
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<tr>
<td>Police</td>
<td>301.279.8000</td>
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<td>Report Crime Tips</td>
<td>800.492.TIPS (8477)</td>
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<td>Mont. County Government</td>
<td>311</td>
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<td>Poison Control</td>
<td>800.222.1222</td>
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<td><strong>UTILITIES</strong></td>
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<td>PEPCO</td>
<td>877.737.2662</td>
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<td>BG&amp;E</td>
<td>877.778.2222</td>
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<td>First Energy</td>
<td>800.255.3443</td>
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<td>WSSC</td>
<td>301.206.9772</td>
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<td>Washington Gas</td>
<td>703.750.1000</td>
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Montgomery County OnDemand

Subscribe to receive Montgomery County Public Information Office reports - www.twitter.com@MontgomeryCoMD
Keywords: Montgomery County Government - www.facebook.com/pages/Montgomery-County-MD-Office-of-Emergency-Management-Homeland-Security
Video by Montgomery County Government - www.youtube.com/user/montgomerycountymd
AlertMontgomery - Register to receive emergency alerts - https://alert.montgomerycountymd.gov

For more information on Emergency Preparedness if you do not have access to a computer, contact 311 or 240-777-0311 (TTY 240-777-3666). During emergencies, listen to your radio for Emergency Broadcast System information on WTOP (FM-103.5) and WMAL (AM-650).

When and Where Should You Go?

**Shelter in Place**—Some emergencies may require everyone to **Shelter in Place** until the danger is resolved. When officials announce, Shelter in Place, act immediately:
- Establish a secure or safe room, if possible, for employees to shelter in place
- Plan on sheltering in place for a few hours or for prolonged periods lasting up to 72 hours
- Close all doors and windows and, if this cannot be done, develop a plan for securing them
- Know how to turn off ventilation systems and electrical systems and seal doors if directed by emergency officials
- Stay informed via **Alert Montgomery**, Montgomery County tweets, or company-organized social media
- Listen to Emergency Broadcast System announcements on portable radios
- Make use of your Company Emergency Supply Kit and Employee’s personal emergency supply kits (see Step 4 for more detail).

**Evacuate**—Some disasters may require everyone to evacuate the premises.
- Evacuate immediately when an official order is given
- Designate who in your business will ensure that the evacuation order is followed, and establish a chain of command, with delegated authority, to carry out the evacuation
- Assign duties to shut down critical business systems and operations and to lock the doors when facilities are empty
- Display Emergency Exit Route Maps in prominent locations throughout your business showing the building plans, stairwells, and all emergency exits. Plan two different ways out of your business
- Direct all people to your designated assembly site. Pick one location near your facility and another farther away, in case you have to move away from the building
- Account for all workers, visitors, contractors, and/or customers at the assembly site. Inform fire or police officials if anyone is left in the building or is not accounted for
- Identify the person who will provide the “all clear” or return-to-work notification
- Grab your Employee emergency supply kit (see Step 4 for more detail).

Train Your Employees

To assure clarity of decisions across your business during emergencies, ensure that all of your employees know what to do in an emergency. Consider training opportunities provided by Montgomery County Public Safety departments, Community Emergency Response Teams, and the American Red Cross for emergency response including training for fire extinguisher, first aid, special needs, cardiopulmonary resuscitation, workplace violence, disease outbreaks, and emergency response teams.

Reduce Potential Damage

Prevent or reduce disaster damage in your workplace by:
- Securing tall bookcases to wall studs
- Protecting breakable objects by removing them from or securing them to a stand or shelf
- Relocating large objects that could fall and break or hurt someone to lower shelves
- Protecting employees and sensitive equipment from breaking windows and flying debris
- Securing file drawers and cabinets.