Get Your BUSINESS ready in 5 Steps

1. Stay Informed - Sign up for Alert!Montgomery to receive emergency notices and instructions

2. Make a Plan

3. Train Your Employees

4. Prepare a Kit

5. Reduce Potential Damage

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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>
<td>911</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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<tr>
<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 at www.twitter.com @MontgomeryCoMD

Keywords: Montgomery County Government


Video by Montgomery County Government

www.youtube.com/user/montgomerycountymd

Alert!Montgomery - Register to receive emergency alerts

https://alert.montgomerycountymd.gov

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For more information on Emergency Preparedness if you do not have access to a computer, contact 311 or 240-777-0311 (TTY 240-777-3556). During emergencies, listen to your radio for Emergency Broadcast System information on WTOP (FM 103.5) and WMAL (AM 630).
1 Stay Informed - Sign up for Alerts!

Sign up for Alert! Montgomery to receive alerts. Go to Alert.MontgomeryCountyMD.gov or text "Montgomery" to 41011 from your cellphone. Be informed about severe weather, major traffic disruptions, significant power outages, and flooded areas. This is a free service, but check with your wireless plan to determine if text charges apply.

Follow us on Twitter! Subscribe to @MontgomeryCoMD to receive county information during emergencies.

2 Make a Plan

Involve managers and employees in developing and using your emergency plans.

What Should be in Your Plan?

- Identify potential hazards that would disrupt your business and identify how they would affect your employees and operations
- Determine how to continue human resources and other critical business operations following a disaster
- Consider how to manage business operations if you or key employees cannot work
- Plan, train, and hold drills for sheltering in place or evacuating from the workplace
- Establish a business contact line, separate and remote from your main business phones, to give employees recorded messages on what to do if your workplace is not accessible during or following disasters
- Consider forwarding calls from a business phone line(s) to remote lines for messages
- Maintain employee safety and accountability during an emergency.

Who Should You Plan For?

- During emergencies, taking care of employees, customers, visitors and other work related events
- Develop a system to account for and direct employees, contractors, customers, and visitors to safety during emergencies
- Assign responsibilities to get everyone to shelter in place or to evacuate
- Assign and train employees to assist other employees and customers with special needs or who do not understand English. These employees must know what to do, where to go and how to assist during emergencies.

3 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.

4 Prepare a Kit

Gather supplies for basic needs to survive in an emergency. Identify what emergency supplies the business will provide and which ones individuals should gather for themselves. An Emergency Supply Kit should be available on the premises to stay put. Employees should also make personal kits for their personal supplies, medications, and needs.

- **EMERGENCY SUPPLY KIT**
  - Bottled water (1 gallon per person per day)
  - Non-perishable Food
  - Basic Tools
  - First Aid Kit
  - Extra Set of Keys to Vehicles
  - Contact Information for Emergency Personnel and Family
  - Personal Hygiene Items
  - Lightweight Rain Gear
  - A small regional map

- **EMPLOYEE EMERGENCY SUPPLY KIT**
  - Battery-operated AM/FM radio and extra batteries
  - Reflectors and extra batteries
  - Nongerishable Food
  - Individual Medication (3-day supply)
  - A small regional map

For more information on what to include in your kit, visit www.montgomerycountymd.gov/MakeAKit

5 Reduce Potential Damage

Prevent or reduce disaster damage in your workplace by:

- Securing tall bookcases to walls 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.

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