

Get Your *ready* BUSINESS 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

MONTGOMERY COUNTY	
Business Preparedness www.montgomerycountymd.gov/BusinessPreparedness	
Making a Kit www.montgomerycountymd.gov/MakeAKit	
ADDITIONAL RESOURCES	
FEMA Ready.gov www.ready.gov	
American Red Cross www.redcross.org	
Occupational Safety and Health Administration www.osha.gov/SLTC/emergencypreparedness/index.html	

Important County Phone Numbers

EMERGENCY	
Police	911
Fire	911
Ambulance	911
NON-EMERGENCY	
Police	301.279.8000
Report Crime Tips	800.492.TIPS (8477)
Mont. County Government	311
Poison Control	800.222.1222
UTILITIES	
PEPCO	877.737.2662
BG&E	877.778.2222
First Energy	800.255.3443
WSSC	301.206.9772
Washington Gas	703.750.1000

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
	Alert!Montgomery - 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 240-777-3556).

During emergencies, listen to your radio for Emergency Broadcast System information on WTOP (FM-103.5) and WMAL (AM-630).



www.MontgomeryCountyMD.gov/OEMHS



Business Preparedness

Get Ready in 5 Easy Steps!



Prepared by the
**Montgomery County Office of
Emergency Management and Homeland Security**
www.MontgomeryCountyMD.gov/OEMHS

1 Stay Informed - Sign up for Alerts!

Sign up for **Alert! Montgomery** to receive alerts. Go to: Alert.MontgomeryCountyMd.gov, or text 'Montgomery' to 411911 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 reach 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 others can save lives
- 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.

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, stairways, 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).

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 ✓ EMPLOYEE EMERGENCY SUPPLY KIT



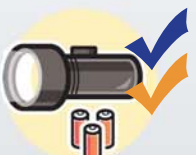
Bottled water
(1 gallon per
person per day)



Nonperishable
Food



Battery-operated
AM/FM radio and
extra batteries



Flashlights and
extra batteries



First Aid Kit



Individual
Medication
(3-day supply)



Basic Tools



Extra Set of Keys
to Vehicles/
Business/Building



Personal
Hygiene Items



Lightweight
Rain Gear



Contact Information
for Emergency
Personnel and Family



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 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.