





WASHINGTON STATE
EMERGENCY MANAGEMENT

Business
PORTAL

PLAN	
PREPARE	
RESPOND	
RESUME	

For more information on

BUSINESS PREPAREDNESS

[http://www.emd.wa.gov/preparedness/ prep_business.shtml](http://www.emd.wa.gov/preparedness/prep_business.shtml)

Business Questions: business@emd.wa.gov

For local offices of Emergency Management:
www.emd.wa.gov/preparedness/prep_neighborhoods.shtml
or by calling 1-800-562-6108.

12 Steps to Comprehensive Business Planning & Preparedness



- Step 1. Take the "Is Your Business Ready" Questionnaire.
- Step 2. Develop a Business Continuity Plan.
- Step 3. Promote employee and individual preparedness.
- Step 4. Conduct a Non-Structural Hazard Assessment.
- Step 5. Develop and test Emergency Evacuation and Shelter-in-Place plans.
- Step 6. Take steps to protect vital records.
- Step 7. Develop a Communication Plan: List key contacts— personnel, vendors, and suppliers; Develop a Media Communication Plan.
- Step 8. Review insurance coverage on an annual basis.
- Step 9. Learn how to drill and exercise using ICS principals.
- Step 10. Complete the Key Vendors and Suppliers Form. Ensure they have a Continuity Plan to validate integration of plans.
- Step 11. Collaborate with local neighborhoods, community/volunteer groups, and businesses to promote disaster preparedness and plan for community recovery.
- Step 12. Meet with local fire, law enforcement and emergency management officials to discuss rolls.

