



Logan County Office of Emergency Management

315 Main St. Sterling CO 80751 970-520-0991

Business preparedness

Business owners have a responsibility to not only their employees, but their customers that come and go on a daily basis. The multiple hazards faced by our communities create a need for families and businesses to have multiple plans to address different situations. Business and industry facilities must also have preparedness plans to ensure continuity of operations; to mitigate hazards inherent in their operations, location, or structures; and to prevent economic losses. Business emergency plans should cover not only natural and manmade disasters possible in the area, but also threats to the industry itself. The following are a few suggestions for items that should be included in any business emergency plan:

- 24 Hour contact information for management and employees
- Workplace Hazards
- Procedures for mitigating or eliminating hazards found in workplace (i.e. chemicals, common practices, etc.)
- Procedures for responding to a variety of incidents (include natural disasters, hazardous materials, criminal incidents, etc.)
- Recovery plan to return your business to regular operations
- List of all insurance policies

The following describes different hazards and threats and how businesses plans should approach them in a brief overview.

Fire/Evacuation

Fires are a common occurrence in business, mainly manufacturing. The first step in the planning process for a fire is an evacuation plan. This plan should be posted in all rooms of the building and consist of a floor plan with the following information on it:

- Indicator of the current location
- A primary exit from that room
- A secondary exit from that room
- Fire alarm activation stations and fire extinguisher locations if present.
- A meeting location or area for employee/customers for accountability

The business should also have plans for the continuity of operation in the event of a fire. This plan should be business specific and address recovery of operation after a fire to restore full operation. Each business is different in the hazards that create and operations compromised by fire, and by assessing

these areas businesses can create a plan that will allow for minimal down time with a quick return to operation. This plan should also set guidelines for actions to be taken in the event.

Tornado

An inherit danger of living on the eastern plains is the severe weather we face. The biggest danger is tornados. These storms produce high winds, large hail, and heavy rain. Aside from the tornado itself, the wind associated with these storms can produce extreme danger due to flying debris. Your business should have a tornado plan in place to shield employees and customers from these dangers. The location of a shelter area is different for each business. A room closest to the center of the building, that has no windows is the preferred area; however in a business there are a few more things to keep in mind versus a residential structure. The items in that area should be taken into account. You do not want your shelter area to include a room where chemicals or other dangerous items are stored. In the event of structural damage you do not want you employees/customers trapped in an area that creates a secondary hazard. The designated tornado area should be posted with or on the fire escape plan map in every room of the building. When possible this information should also be passed along to emergency services personnel, to speed up search processes in the event of an incident. In the event of inclement weather a supervisor or employee should be monitoring weather alert systems. Local business building construction can make hearing the tornado sirens, especially inside the building very hard. The business safety plan should layout trigger points for when employee and customers should report to the shelter area in the event of a tornado.

Business preparedness should be considered just as important as daily routine to insure safety of your employees and customers. These plans should be reviewed monthly with employees, who will play a crucial role in the event of the use of one or more plans. Customers will not always have knowledge of these plans, therefore employees should be knowledgeable of them and able to direct customers in the event of an incident. These plans should be reviewed yearly for updates as needed.

Please Contact the Logan County Office of Emergency Management with any further questions:

<https://www.colorado.gov/pacific/logan/logan-county-emergency-manager>

Business may also sign up for the Counties **CodeRED** notifications at the above link.

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