



Businesses Need to Prepare for Disasters

Before the wind blows and water starts to rise, businesses need to plan for a disaster. The following is a step-by-step process recommended by the Emergency Management Agency and the American Red Cross:

Hurricanes 2008

Arthur
Bertha
Cristobal
Dolly
Edouard
Fay
Gustav
Hanna
Ike
Josephine
Kyle
Laura
Marco
Nana
Omar
Paloma
Rene
Sally
Teddy
Vicky
Wilfred

- 0 Develop a simple disaster plan that won't lay on the shelf.
- 0 Involve lower level staff in planning process. Also involve clients and vendors.
- 0 Determine what types of emergencies could occur. (Including human error.)
- 0 Identify resources available to your business and determine how your business could be a resource for the community following the disaster. (Mutual Aid Agreements.)
- 0 Review insurance policies and have facility inspected for safety by city or independent inspectors.
- 0 Have an expert assess your building's structural integrity - roof, walls, etc. Assess weakness within the office and secure items that could cause damage. Secure outside equipment.
- 0 Determine equipment that might be needed (i.e. pumps, generators, etc. – some generators can't drive computers.)
- 0 Test fire extinguishers and inspect building sprinkler systems.
- 0 Keep abreast of weather developments. A *Hurricane Watch* means the designated area is 36 hours away and a *Hurricane Warning* means conditions are likely within 24 hours.
- 0 If you have enough time and availability, invoice customers who owe you in order to keep cash flow following a storm.
- 0 Send employees home to take care of their families first. Perhaps provide shelter for the family.
- 0 Keep cash on hand - the banks may be closed and employees will need money as well as the business.
- 0 Stock up on medical supplies and provide employees training in first aid.
- 0 Evaluate communication strengths and weaknesses.
- 0 Move capital assets such as equipment and vehicles out of range. And, of course - back-up computers - perhaps move them inland or out of harm's way.
- 0 Appoint someone to notify media of your closing or opening.
- 0 Assess a relocation possibility or consider telecommuting.
- 0 Train, drill and modify the plan and evacuation procedures frequently.



Emergency Phone Numbers

General Emergencies		911
Alabama Bureau of Investigation		660-2350
Alabama Department of Environmental Management		450-3400
After Hours		1-800-843-0699
Alabama Forestry Commission (Burning Permits/Forest Fires)		1-800-672-6912
Alabama Marine Police		660-2300
Alabama State Trooper		660-2300
U. S. Coast Guard		441-6211
American Red Cross		438-2571
Salvation Army		438-1625
Better Business Bureau		433-5494
Disaster Legal Services Helpline		1-800-310-7029
Environmental Protection Agency (EPA)		1-800-424-8802
Report Toxic Chemical & Oil Spills		1-800-424-8802
Poison Control Center		1-800-462-0800
Children's Poison Center		1-800-292-6678
Federal Bureau of Investigation		438-3674
Federal Emergency Management Agency (FEMA)		1-202-566-1600
Disaster Assistance		1-800-621-3362
Helpline		1-800-525-0321
Small Business Administration		1-800-827-5722
U.S. Post Office		694-5917
		1-800-275-8777
Eastern Shore Chamber of Commerce	(Daphne)	621-8222
	(Fairhope)	928-6387
City of Daphne		621-9000
City of Fairhope		928-2136
City of Spanish Fort		626-4884
Baldwin County		937-9561
Baldwin County Emergency Management		990-4605
Baldwin County Health Department	(Administration)	947-7015
	(Environmental)	947-3618
Baldwin County Sheriff's Office		990-4666
Fire Departments:		
Daphne		621-2836
Fairhope		928-2371
Spanish Fort		626-8876
Barnwell		928-9732
Belforest		626-8020
Police Departments:		
Daphne		621-2835
Fairhope		928-2136
Spanish Fort		626-4885
Utilities:		
Baldwin EMC		989-6247
Daphne		626-2628
Fairhope		928-8003
Riviera Utilities		626-5000
Mobile Gas		476-2738
Spanish Fort Water		626-3067
BFI		666-5724
Belforest Water System		626-5554
BellSouth Phone Service		1-888-757-6500
Alabama Response Network (CARN)		www.coastalalabamareponse.net