

Staffing Insurance News



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Preparing Your Company for an Emergency Response

Disasters, whether natural or man-made, come when we are often unprepared and least expect them. Is your company prepared for an emergency?

In the aftermath of the storms and other catastrophes that we have seen in recent years, business partners, insurance carriers, and financial lenders frequently request information with regard to your company's preparedness.

An Emergency Response Plan is designed to help provide quick response and recovery for your business. A well-planned program addresses immediate disaster recovery and the continuation of critical business processes. Preparing and responding effectively and quickly to an emergency can reduce associated dangers, down time and save lives.

The following suggestions may help you in analyzing steps to be taken in preparing an emergency response plan for your business:

- Be sure your staff recognizes and understands emergency warning messages and systems.
- Have written procedures in place and require all employees be familiar with the procedures.
- Act quickly when an alarm is sounded.
- Assign staff members with specific response actions.
- Know your evacuation routes and hold bi-annual practice drills.
- Leave the building by pre- assigned exit- or closest safe exit.
- Keep a daily attendance list that is taken along upon evacuation.
- Keep the phone numbers of building management, as well as the local fire and police departments readily accessible.
- Turn off all equipment.
- Designate a "safe place" for all to meet. Take attendance there.
- Stay in your assigned place so no one fears you are left behind and in danger.
- Have prepared and take with you a Disaster Supply Kit, complete with medical supplies, flashlights and batteries.
- Have a plan for an alternate location to conduct business if you cannot return to or reopen your building.
- Be sure all employees are provided an emergency access telephone number for instructions.
- Back up your computer and network at least once per day. Off site backup storage in a secure facility is a must.
- Keep copies of all records vital to the operation of your business in a secure off-site location – such as a bank vault.

These are just a few immediate actions to help protect your staff and your business. Consult with your insurance professional to determine the coverage you have, and the coverage you need, to get back to business after any disruption.

For information on Property & Casualty Insurance for your staffing firm, contact [World Wide Specialty Programs](#) at **631-390-0900**. We are proud to be an ASA Corporate Partner.



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