



Small Business Preparedness Guide

Disasters can strike at any time. Prepare your business now to save time and money later.



Photo by Jasperdo | Flickr

Basic Emergency Preparedness CHECKLIST

- ☐ Evacuation Map
(See back for suggestions)
- ☐ Fire Extinguisher(s)
 - ☐ Check function every 6 months
- ☐ Smoke Detector(s)
 - ☐ Check batteries every 3 months
- ☐ Flashlight(s)
 - ☐ Check batteries every 3 months
- ☐ Best Tornado Shelter Area
- ☐ Active Shooter Plan/
Best Sheltering Area

All staff have
been shown
where this is

☐☐☐☐☐☐

Why Prepare Your Staff & Yourself?



- Training saves lives

- Reduce risk of
on-the-job
injuries
(and workers'
comp. claims)



- Minimize property
damage (this is easier



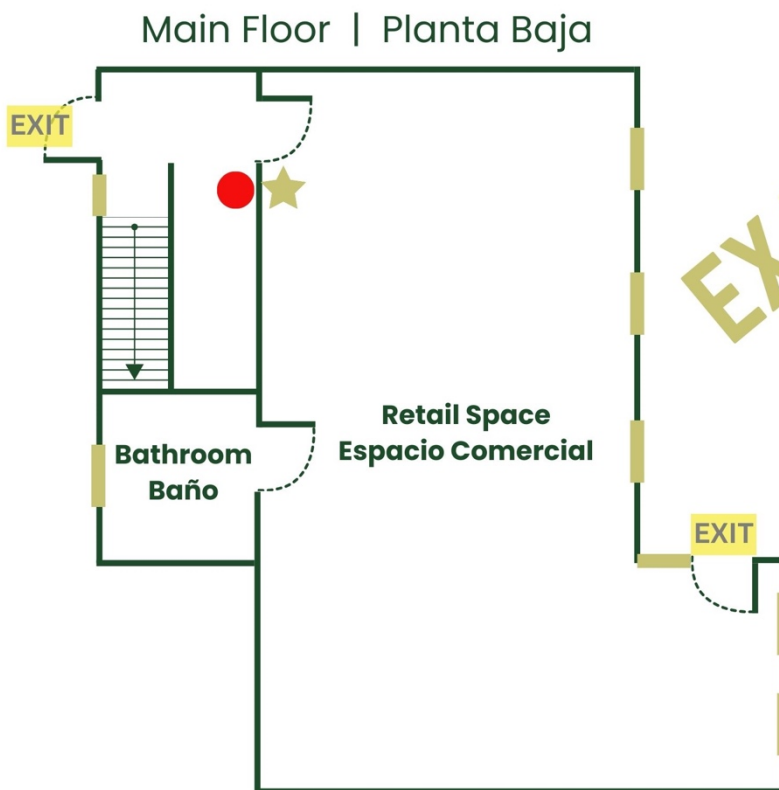
when everyone
knows where the
fire extinguisher
is **before** the fire)



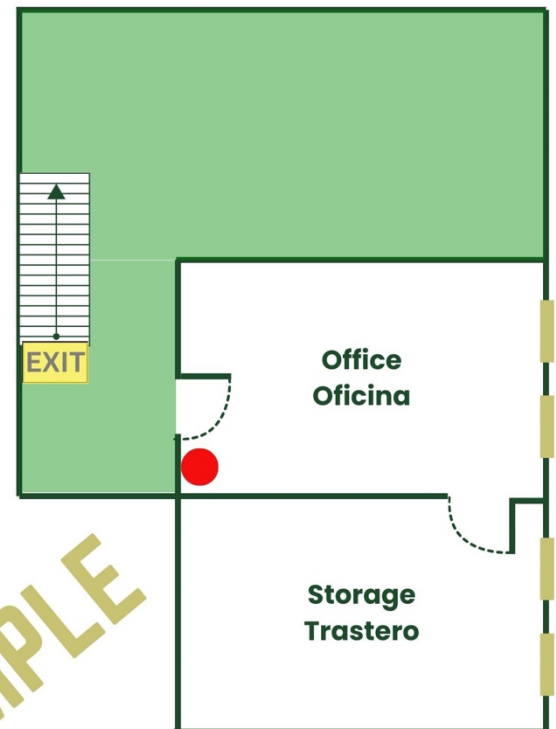
How To Make an Emergency Evacuation Map

Tips:

- If you can get a copy of your building's **blueprints**, use those
 - If not, drawing the map is fine too!
- **Color** can make it easier for people to find important information quickly
- If you have Spanish-speaking staff or clients, include **Spanish** translations
- **Maps don't have to be fancy**—handwritten works just as well!



Basement | Sótano



EXAMPLE

KEY

- ★ You are here
Usted está aquí
- EXIT Exit
Salida
- Fire Extinguisher
Extintor de Incendios
- Tornado Shelter Area
Zona de Refugio Contra Tornados
- Window
Ventana