



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

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-
-
-
-
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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)

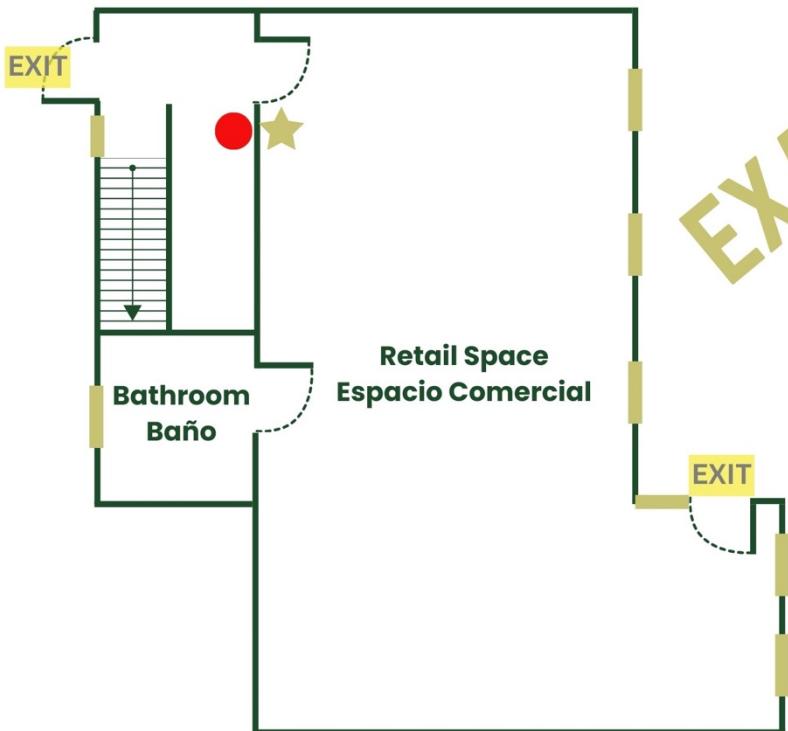


How To Make an Emergency Evacuation Map

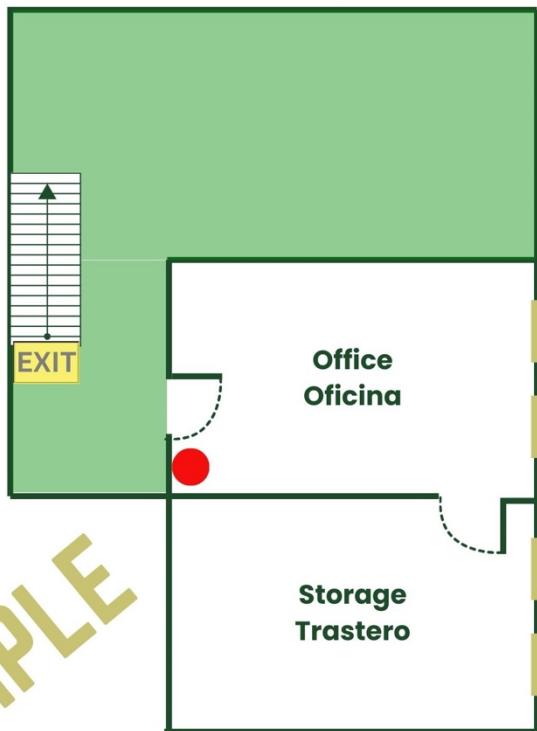
Tips:

- 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!

Main Floor | Planta Baja



Basement | Sótano



EXAMPLE

