

Small Business Emergency Planning

Presented by
Wellesley Fire and Rescue
And
Community Emergency Response Team

What Kind of Emergencies

- A Major Winter Storm
- Fire In Your Space or Adjacent Space
- Hazardous Material Exposure
- Major Disease Pandemic

***Before
Anything Happens***

Your Employees

- Emergency Contact Person/Phone Number
- Next of Kin
- Important Health Problems

Your Resources

- Emergency Numbers Posted
 - Police, Fire, DPW, Health Dept
 - Electrician, Plumber
 - Oil Supplier, Gas Supplier
 - Insurance Provider(s)
 - Employee Telephone Tree

Emergency Detection on Premise

- Smoke Detectors
- Carbon Monoxide Detectors
- Sprinklers
- Maintenance Schedule for above
 - Battery Replacement
 - Unit Replacement

Employee Training

- Regularly Scheduled
- Exit Routes
- Emergency Alarm Locations
- Fire Extinguisher Location/Use/Maintenance
- Shutoff Locations/ Methods (who does what?)
 - Electricity
 - Gas
 - Oil Burner Kill Switch
 - Water

Employee Training

- Cardio-Pulmonary Resuscitation (CPR)
- Heimlich Maneuver
- First Aid

Health Hazards

- Flu Vaccinations
- Hand Sanitizers (Restrooms & Entries)
- Food Handling and Storage Procedures

Financial Planning

- Cash Reserve
- Current Insurance
 - Employees
 - Inventory
 - Property

Records/Inventory Protection

- Duplicate off-premise record storage
- Fire Suppression System
 - Sprinklers
 - Smothering Systems

AFTERWARDS

SOME DO's

Step One -Call For Help

- Land line – call 911
- Cell Phone – call 781-235-1212 or
- Cell Phone – call 781-235-1616
- A 911 cell phone call goes to the state police, not Wellesley Dispatch

Some Important DON'TS

- Don't attempt a rescue in a damaged building
- Don't re-enter a fire site until FD certified safe
- Don't try to exceed your training
- Don't try to exceed your physical capability
- In Summary, Don't try to be a hero and become a victim

Recovery Needs

- Temporary Space
- Call Forwarding to an alternate location
- Records Recovery

Additional Information Resources

- Federal Emergency Management Service www.fema.gov
- Mass. Emergency Management Service www.mass.gov/mema
- MA Dept of Fire Services/Hazmat www.mass.gov/dfs
- Wellesley Fire & Rescue, Deputy Chief J. Peterson, 781-235-1300

SBA and Other help

- Small Business Administration - Disaster Assistance
www.sba.gov/services/disasterassistance/
- Institute for Business & Home Safety
www.ibhs.org/business_protection/