

# Key Recovery Considerations

## A Checklist for Your Business Following a Natural Disaster

### Management Actions

- Ensure availability of key management personnel
- Convene recovery team & key personnel for recovery decisions & activities
- Communicate recovery moves, activities and work status to active workforce
- Notify off-duty personnel about work status
- Notify customers and vendors of changes in status or procedures
- Keep detailed records of all decisions

### Employee Support Services

- Provide cash advances, if appropriate
- Ensure salary continuation
- Consider flexible or reduced work hours, if realistic
- Provide crisis counseling, if appropriate
- Arrange for care packages, if appropriate
- Arrange for medical support, if appropriate

### Clean-up and Salvage

- Use appropriate Personal Protective Equipment (PPE) for clean up (e.g. water tight boots, work gloves, hard hats, safety glasses, appropriate clothing, respirators, etc.)
- Protect undamaged property and secure the property
- Close up building openings
- Remove smoke, water, and debris, ensuring best practice decontamination procedures
- Consult local emergency management or State Dept. of Health agencies
- Protect equipment against moisture
- Provide utility maps to emergency responders

### Resumption of Operations

- Coordinate power restoration with utility companies - don't energize on your own or you could cause damage and injury
- Restore sprinkler systems and other fire protection equipment
- Restore equipment & property for critical operations
- Move backup power and equipment into place, including backup communication systems
- Ensure personnel safety & security
- Conduct an employee briefing
- Maintain contact with customers and suppliers

### Lessons Learned

- Debrief with staff on lessons learned and share findings
- Review and update emergency response, crisis management and business continuity plans

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