

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

CONTACT YOUR LOCAL HUB for additional risk management resources and advisement for your business.

For even more information, visit www.hubinternational.com