Disaster Preparedness & Response in the Workplace
Role of the Governor’s Office of Emergency Services

• Lead state agency for emergency management
• State and federal resources
• Standardized Emergency Management System
• Emergency Operations Centers
Resilient Workplace

- Continuity Planning
- Training & Exercises
Continuity Planning

• Risks
• Essential functions/operations
• Line of succession
• Delegation of authority
• Alternate work sites
Continuity Planning

- Vital Records
- Continued communication
- Protection, safety, and well-being of employees

California Governor's Office of Emergency Services

OES
OES Continuity Planning Project

• Pilot project with federal government
• Three state agencies – OES, Health Services, and CalEPA
• Planning templates and reference documents
Training & Exercises

• Plans on shelves are useless unless ????????????.

• California Specialized Training Institute (CSTI) – www.csti.ca.gov
CSTI Pilot Course

• “Emergency Management for Business and Industry”

• Week of June 19 at CSTI (San Luis Obispo)
CSTI Pilot Course

- Emergency management and the Incident Command System
- Threat assessment
- Business continuity
- Implications for large and small companies
Additional Resources

- Ready Business – outlines commonsense measures business owners and managers can take to start getting ready. Also has a sample Business Continuity Plan available. (www.ready.gov/business/_downloads/ReadyBusinessBrochure.pdf)
- OES’ Be Smart, Be Responsible, Be Prepared. Be Ready. – Preparedness resources for individuals, communities, and the workplace. (www.oes.ca.gov)
- Prepare.Org – provides information relevant to workplace emergencies. (www.prepare.org)
- Red Cross and the Workplace (www.seattleredcross.org/corporate/index.htm)
Additional Resources

Checklists and Office Emergency Kits

- Business Pandemic Influenza Planning Checklist
  (www.pandemicflu.gov/plan/businesschecklist.html)
- Personal Workplace Disaster Supplies Kit
  (http://www.redcross.org/static/file_cont118_lang0_964.pdf)
- Ten-Point Checklist for Emergency Preparedness – focuses on the emergency needs of small businesses and nonprofit organizations
  (http://www.planready.com/library/10_point_checklist.pdf)
- OES Preparedness Tips – How to Secure Your Furniture
  (http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Eme
gency%20Information%20Current/$file/Furniture.pdf)
Additional Resources

Planning Guides

• FEMA -- Emergency Management Guide for Business and Industry
  (www.fema.gov/pdf/library/bizindst.pdf)

• Red Cross—Preparing Your Business For the Unthinkable
  (http://www.redcross.org/services/disaster/beprepared/unthinkable2.pdf)
Expect the Unexpected

• Start now
• 40% of businesses fail to re-open following a disaster-related business interruption.
• Plan, train, exercise