

Are You Ready?

Emergency Preparedness Seminar

October 21, 2009

Welcome

Personal Preparedness

Business Preparedness

- ✓ Preventing Illness
- ✓ Personnel Issues
- ✓ Communication
- ✓ Shelter and Supplies
- ✓ Business Continuity Planning

Q&A Session

Conclusion

Moderator

Kevin Maifeld – Arts Leadership Program Director, Seattle University

Panel Participants

D. David Brown – Executive Director, Pacific Northwest Ballet

Tracy Connelly – Emergency Preparedness Training Specialist, City of Seattle-Emergency Management

Elaine Cummins – Educator Consultant, Public Health-Seattle & King County



TAKE ACTION

- **Get started** - In the next 24 hrs, challenge yourself to take one step towards being prepared.
- **Make a plan** - Get organized. Inform your staff. Be realistic.
- **Go-Team** - Establish relationships with your recovery-experts, first responders, etc.
- **Make a “Go-Bag”** - Prepare hard copies or a thumb drive with essential documents and data.
- **Insurance!** - Meet with your insurance agent. Find out what is covered. Take notes and inventory.
- **Test your Systems** - Troubleshoot ways your technology might betray you in an emergency.
- **Back up data** - Do this regularly and store copies in multiple places, in and outside the office.
- **Record your assets** - Take video and photo documentation before an emergency. Be thorough.
- **Yell Fire** - Invite your local fire inspector to walk the building and recommend safety improvements.
- **Save for a rainy day** - Maintain cash reserves, a single event cancellation can do big damage.
- **Create a chain of command** - Create funding authorization policies. Update staff on procedures.
- **Know who can help** - Understand what post-emergency resources are available to you.
- **“Acts of God”** - Consider your force majeure policies & contracts, from vendors to ticket holders.
- **Paybacks** - Discuss reimbursement policies with your patrons. Pay attention to their feedback.

Adapted from “ArtsReady–What To Do Before Next Time” prepared by the Southern Arts Federation, 2009 • www.artsready.org

FURTHER RESOURCES

FEMA - *Plan Ahead*

<http://www.fema.gov/plan/index.shtm>

FEMA - *Are You Ready?*

http://www.fema.gov/areyouready/why_prepare.shtm

Red Cross – *Prepare Your Home and Family*

<http://www.redcross.org/portal/site/en/menuitem.d8aaecf214c576bf971e4cfe43181aa0/?vgnextoid=72c51a53f1c37110VgnVCM1000003481a10aRCRD&vgnextfmt=default>

Red Cross - *Prepare Your Workplace and Employees*

<http://www.redcross.org/portal/site/en/menuitem.d8aaecf214c576bf971e4cfe43181aa0/?vgnextoid=a7c51a53f1c37110VgnVCM1000003481a10aRCRD&vgnextfmt=default>

King County Public Health - *Pandemic flu preparedness for businesses and nonprofits.*

<http://www.kingcounty.gov/healthservices/health/preparedness/pandemicflu/businesses.aspx>

Seattle University – *What-To-Do Emergency Guide...*

<http://www.seattleu.edu/safety/Inner.aspx?id=11360>

ArtsReady – A web-based, continuity planning application for performing arts organizations.

<http://artsready.org>

TechSoup - *The Cell Phone Solution: Easy Emergency Preparedness for Nonprofits*

<http://blog.techsoup.org/node/969>

TechSoup - *Disaster Planning and Recovery Toolkit*

<http://www.techsoup.org/toolkits/disasterplan/index.cfm>

Puget Sound Energy – ‘Take Winter by Storm’ Launches Winter Weather Preparedness Campaign

http://newsroom.pse.com/article_display.cfm?article_id=360

Emergency preparedness consultant gives advice to non-profits on coping with disaster.

“Almost 40 percent of small businesses never reopen after a disaster...”

<http://www.tcpalm.com/news/2009/jun/30/emergency-preparedness-consultant-gives-advice-non/>