

Greetings,

16 November 2016

Welcome to the Weekly Newsletter of the Louisiana Business Emergency Operations Center (LABEOC).

This week continues the “Top Ten” list for Business Preparedness, Response and Recovery with a focus on the safety of your business and its employees DURING a disaster or IN RESPONSE to an emergency.

As you may have noted, the first point of focus in the LABEOC Risk Assessment tool is always on the safety and welfare of your employees and their families, as well as visitors, clients, customers, or subcontractors that may be on your site or facility at the time of an incident.

To remind, the entire “LABEOC Risk Assessment Tool,” is posted as a pdf document on the LABEOC website. You are welcome to download the entire document as a quick guide for your efforts in continuity planning and preparedness for your organization. If you have practices, lessons, or experiences that you can share—or documents that we could distribute to the community as additional assistance, please send a copy or an idea, and also let us know if we may cite your organization and provide credit for your best practice.

Next week’s newsletter will contain a list in of steps to take after an emergency or disaster has happened, to help in RECOVERY of critical business functions and get your organization back on its feet.

As always, thank you for your support of the LABEOC and your membership in the web portal. Please feel free to contact me and the NIMSAT staff for any ideas or suggestions on how to improve our operations and better serve the Louisiana business community (info@labeoc.org).

All the best,

Michael Dunaway, PhD
Director, NIMSAT Institute

LABEOC “Top Ten” List for Business Preparedness, Response and Recovery. This week:

QUESTIONS ADDRESSING IMMEDIATE ACTIONS TO TAKE IN RESPONSE TO AN EMERGENCY OR EVENT THAT COULD AFFECT YOUR BUSINESS.

1. Have you accounted for all of your employees, visitors, clients and guests? Are they safe? If there are injuries, have medical assistance or emergency services required? Have they been contacted?
2. In the event of a large-scale incident (tornado, fire, or flooding) have the families of your employees been accounted for and are they safe? What steps can your organization take to assist in ensuring/restoring the families’ immediate safety?
3. Have the right executives and personnel been informed of the situation and are they available or enroute to manage the crisis and recover business operations?
4. Has the crisis or disaster been stabilized, or is the situation still unfolding? Have actions to mitigate the consequences or manage the incident been initiated according to your crisis response plan or Continuity of Operations Plan (COOP)?
5. If appropriate, have measures been initiated to establish security of facilities and resources and to maintain security over the long term?
6. Has an INTERNAL damage assessment been initiated to identify damage to facilities, equipment, IT systems, vital records and business processes? Are the functional managers coordinating a damaging assessment in their areas of responsibility?
7. Has an EXTERNAL damage assessment been initiated to identify damage or loss to local transportation and communications networks, physical access to facilities or public services and resources such as water, sewage, electrical power, tele-communications and data systems?
8. If required, has your organization initiated a transfer of operations to the alternate headquarters or base of operations in the event that you were required to evacuate or suffered damage to your site?
9. Have appropriate reports been initiated to local and corporate authorities (e.g., emergency operations centers, corporate headquarters, or other civil authorities)?
10. Has your Public Information Officer (PIO) or designated company representative begun developing a report or statement to local media and press? Is the PIO communicating with organization leadership? Has a Crisis Communications Plan been put into effect?

