



CALIFORNIA ACADEMY OF
FAMILY PHYSICIANS

Preparing for Disaster ...

BEFORE it Strikes

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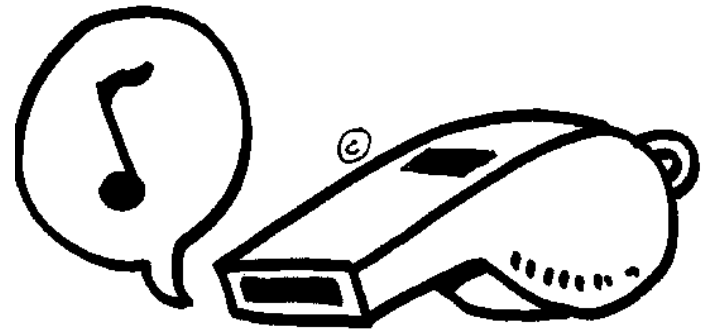


Physical Preparations

- Whether it's earthquake, fire, flood, or hurricane – or a man-made disaster such as 9/11:
 - Integrity of your physical plant – what can be done to mitigate potential danger to your staff and damage to your office?
 - Collapsible ladders for second stories; fully-charged fire extinguishers
 - Earthquake/hurricane preparedness kits

Physical Preparedness

- Whistles taped to the inside of each desk
- Fully operational smoke alarms
- Clearly marked exits
- Evacuation plan for staff
 - Don't forget to review it ... and practice!
 - (Anyone remember duck and cover?)



Organizational Preparedness

Susan D'Antoni is the true expert!
She wrote a great post-Katrina memo to all AAMSE members about what you should have off-site.

- Business Continuity Plan, including dealing with technology (email, servers, back-up, phones, etc.)
- Telephone tree to notify staff in case of an emergency – to report or not to report
- Crisis communications plan for responding to the press/public and members

Organizational Preparedness

- A plan for working remotely if your HQ is not fit for occupancy
- Key office documents stored off-site:
 - Inventory of furniture and equipment (update annually)
 - All bank account numbers, access codes, etc.
 - A list of all insurance policies, access codes, phone numbers, etc.
- A back-up of your accounts receivable and financials
- Excellent insurance
- Meeting/convention cancellation coverage
- Frequent back-up of your server – so at most you lose one to two days of work



Do it NOW!

- ❑ Temptation to put this kind of work off
- ❑ Don't – Do it NOW
- ❑ Update it annually – or more frequently, as needed
- ❑ Have a plan in place – disasters are not conveniently timed
- ❑ Don't forget about staff education
 - In service, documentation, “drill days”



Resources

- FEMA “Are You Ready” Guide
<http://www.fema.gov/areyouready/>
- FEMA “Plan Ahead”
<http://www.fema.gov/plan/index.shtm>
- Non-Profit Coordinating Committee of NY –
Disaster Planning, Emergency Preparedness
& Business Continuity
http://www.npccny.org/info/Disaster_Planning.doc



Resources cont'd.

□ ASAE resources:

[http://www.asaecenter.org/search/Results.cfm
?Keywords=disaster%20planning&Entire=0&
Articles=1](http://www.asaecenter.org/search/Results.cfm?Keywords=disaster%20planning&Entire=0&Articles=1)