

Environmental Disasters and Your Business

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Office of Emergency Management



City of Annapolis

Office of Emergency Management

Where will you find us?

- Community Presentations
- Local Events
- Preparedness Initiatives
- Annual Citywide Preparedness Exercise
- Located within the City of Annapolis Fire Department



What do we do?

- Coordinate citywide all hazards preparedness, mitigation, response, and recovery efforts
- Notify and inform city constituents regarding both man-made and natural disasters and emergencies
- Activate the local Emergency Operations Center to coordinate with leaders from all levels of government
- Assist local businesses and groups with business continuity and facility planning efforts

Notification and Staying Informed

Radio:

- El Zol 99.1 FM
- WFSI 107.9 FM
- WYPR 88.1 FM
- WTOP 103.5 FM
- WNAV 1430 AM
- WYRE 810 AM
- WBAL 1090 AM

Television:

- City of Annapolis TV
(ch.99/100-Comcast, ch.34-Verizon)
- WBAL (NBC)
- WMAR (ABC)
- WJZ (CBS)
- WBFF (FOX)

Notification and Staying Informed

CodeRED

Emergency Telephone Notification System

- Security alerts
- Hazardous chemical spill or release
- Missing persons
- Evacuations
- Water system concerns
- Hazardous weather

Online

Twitter: @AnnapolisOEM

Facebook:

www.facebook.com/AnnapolisOEM

Website:

www.annapolis.gov/OEM



Notification and Staying Informed

Prepare Me Annapolis Mobile App

- Severe Weather Updates
- Traffic updates
- School and government closings
- Power outage status
- CodeRED Sign Up
- Social media access
- Preparedness tips
- Contact Information

Free and available on the Apple Store and Google Play
Search "Prepare Me Annapolis"



Make an Emergency Action Plan

- The plan should support both safety, for you, your employees, and business, as well as actions to keep the business operating both during and after an incident
- Create an Emergency Kit that includes:
 - Batteries
 - Water
 - Non-perishable food
 - First Aid Kit
 - Flashlight
 - Whistle
 - Battery Powered Radio
- This plan should include:
 - How you will get to a safe place if asked to evacuate
 - How you will contact your colleagues and leadership
 - A continuity plan to get your business up and running as quickly as possible

Continuity of Operations

Serves to ensure that your business is able to continue performance of essential functions under a broad range of circumstances

- Essential functions are those priority tasks that should not be suspended or delayed

Planning to Stay or Go

■ Evacuation Procedures

- All employees should have a copy of a facility layout and evacuation plan
- If you have more than one location, ensure that each location is ready with a plan specific to that building
- Work with businesses around you (especially if located in an office building or high rise) to coordinate evacuation

■ Shelter in Place

- Examples: Tornado or Chemical Incident
- Establish locations throughout your business in the event that it is safer for employees to stay rather than evacuating

Elements to Include:

- Alternate location or secondary operations area
- Supplies and equipment to operate in an alternate location
- Back-up or digital copy of all vital records and information
- Relationships with suppliers and partners

Keep in Touch

- Remaining in communication with all employees is one of the easiest ways to ensure your business gets up and running as quickly as possible
- Create a communications plan
 - How do you intend to contact...
 - Your employees
 - Local authorities
 - Customers
- Line of succession in the event that organization leaders are unreachable

Preparedness

Provide adequate training and education to all personnel

- Hold occasional trainings in the form of drills or tabletop exercises
- Participate in Annual Citywide Preparedness Exercises
- Take recommended Incident Command System (ICS) free online course ICS-100 to understand disaster response

Set Yourself Up for Success

- Review Insurance Coverage
 - Speak with your agent regarding physical losses, flood coverage, and business interruption policies.
- Prepare for Utility Disruptions
- Ensure that all facilities can be secured and meet all safety standards
 - Functioning Smoke Alarms and Detectors
 - Fire Extinguishers
 - Well-maintained HVAC Systems
 - Building Filtration

Contact Information- Office of Emergency Management

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