



Emergency Preparedness Resources for Foster City Businesses



Business Emergency Preparedness

Emergency Preparedness/Business Continuity planning is a necessary part of running a business. Studies show that:

- The average company will lose 2% to 3% of its gross sales within 8 days of a sustained computer outage.
- The average company that experiences a computer outage lasting longer than 10 days will never fully recover.
- Fifty percent of companies that experience a computer outage lasting longer than 10 days will be out of business within five years.

Ultimately, Emergency Preparedness is the responsibility of each business or resident, but the City does have resources to help!

Prepared Employees are Productive Employees

Following a disaster, you will need your employees to help you put your business back together. Employees who are confident that their families are safe and secure may be able to stick with you, but employees who are worried about loved ones will not be emotionally able to do so.

Take the time now to make sure your employees are personally prepared. If they do not have at least minimal supplies and plans in place, encourage them to get the information they need. This information is available at www.fostercity.org.

Available Employee Training

First Aid: Contact the American Red Cross

Cardiopulmonary Resuscitation (CPR): Contact the Fire Department (fee-based), American Heart Association or American Red Cross

10 Simple Steps for Under \$10

- Back up computer files and store back-up files at multiple locations.
- Secure computers & other electronic equipment
- Install drawer latches (child-proof latches)
- Bolt/strap/secure file cabinets and bookcases
- Brace or anchor shelves and furniture
- Use museum wax to anchor pottery, porcelain, ceramics, glassware and other breakables.
- Get emergency supplies.
- Fasten pictures/mirrors/wall mounts
- Install smoke detectors
- Appoint a safety officer to evaluate your physical plant for hazards

Bringing It Together

Host a personal preparedness event for your employees.

Invite the Fire Department and local preparedness supply vendors to a brown bag lunch or regular staff meeting.

Free Services from the City of Foster City

Business Continuity Consulting

Fire Department staff will answer questions about how your business can improve its preparedness. Invite the Fire Department to participate with you in your next Emergency drill or ask to participate in the next City Emergency exercise!

Exit Drills

Fire Department personnel will work with you to develop and administer evacuation drills for your business.

Extinguisher Training

Take the opportunity before your fire extinguishers are serviced each year to use them for “hands on” training for your employees on how they operate! Let the Fire Department teach your employees what to do in case of a fire in your business.

Business Preparedness Presentations

The Fire Department has a short program for business owners to help them assess their organization’s preparedness. This information will help you identify the things you can do before an emergency to reduce your potential losses and organizational down time.

Personal Preparedness Presentations

Fire Department employees will make presentations on business and personal preparedness at lunchtime sessions or regular employee meetings.

Resources

Foster City Fire Department
650-286-3350; www.fostercity.org

The American Red Cross
1-800-667-2968; www.bayarea-redcross.org

The American Heart Association
1-800-242-8721; www.americanheart.com

US Small Business Administration
1-800-827-5722; www.sba.gov

Institute for Business & Home Safety
(813) 286-3400; www.ibhs.org

US Department of Homeland Security
www.ready.gov

CA Office of Emergency Services
(916) 845-8510; www.oes.ca.gov

Federal Emergency Mgmt Administration
(510) 627-7100; www.fema.gov