

4 Steps in the Emergency Planning Process

Every year, emergencies take their toll on business and industry - in lives and dollars lost. But something can be done. Business and industry can limit injuries and damages, and return more quickly to normal operations, if they plan ahead. This handout outlines the four steps recommended by the Federal Emergency Management Agency (FEMA) that should be followed in setting up a comprehensive emergency management program.

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1. Step 1 - Establish a Planning Team

- Form the team.
- Establish authority.
- Issue a mission statement.
- Establish a schedule and budget.

2. Step 2 - Analyze Capabilities and Hazards

- Review internal plans and policies.
- Meet with outside groups.
- Identify codes and regulations.
- Identify critical products, services and operations.
- Identify internal resources and capabilities.
- Identify external resources.
- Conduct an insurance review.
- List potential emergencies.
- Estimate likelihood of each emergency.
- Assess the potential human impact.
- Assess the potential property impact.
- Assess the potential business impact.
- Assess internal and external resources.
- Determine planning and resource priorities.

3. Step 3 - Develop the Plan

- Outline plan components.
- Identify challenges and prioritize activities.
- Write the plan.
- Establish a training schedule.
- Assign responsibility for training.
- Coordinate plan with outside organizations.
- Maintain contact with other corporate offices.
- Review the plan and revise, as needed.
- Seek final approval.
- Distribute the plan.

4. Step 4 - Implement the Plan

- Act on assessments recommendations.
- Integrate the plan into company operations.
- Conduct training.
- Evaluate and modify the plan, as needed.

The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to simply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.

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