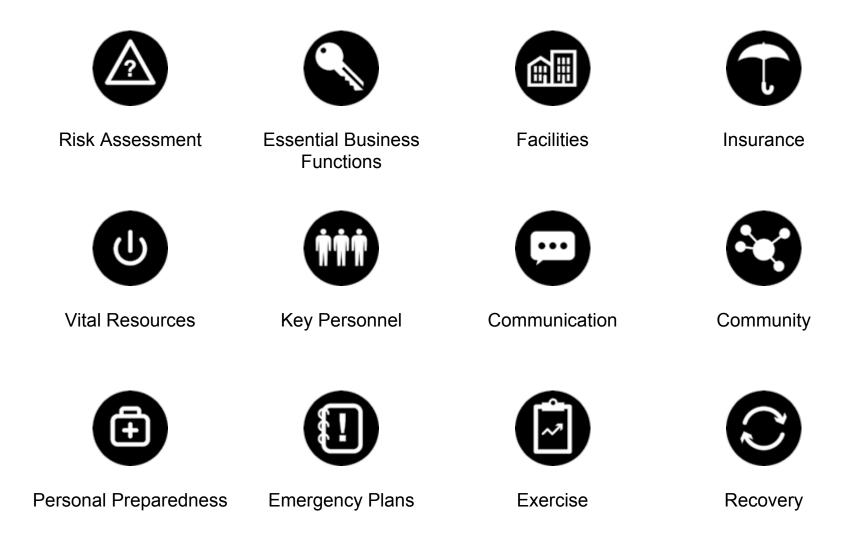


Nashua Office of Emergency Management

Airport Emergency Preparedness



Risk Assessment

- 1. Identify general hazards that can occur in your community, and specific hazards from which your business may be at risk.
- 2. Understand major variables that can affect your ability to reopen after a disaster.
- 3. Take steps to protect your assets from those hazards.

Essential Business Functions

- 1. Identify the functions that are essential to the operation of your business.
- 2. Determine what things could interrupt your essential business functions and take steps to minimize your risk.
- 3. Consider diversifying your business functions to become more disaster-resilient.

Facilities



- 1. Take steps to protect your building from hazards.
- 2. Identify alternate worksites in the event that your building becomes unusable.
- 3. Consider risk when choosing a new business location.

Insurance

- 1. Assess the insurance your business will need if your are affected by disaster.
- 2. Assess the insurance your building will need if you are affected by disaster.
- 3. Purchase special hazard insurance, such are flood and wind damage insurance.

Vital Resources

- 1. Identify what records, systems, and equipment are necessary to continue essential functions in your business.
- 2. Back up vital records and equipment off-site.
- 3. Make a Go Kit for vital resources in case you have to evacuate your building.

Key Personnel

- 1. Identify personnel who perform essential functions in your business.
- 2. Create a succession plan.
- 3. Cross-train employees in critical operation skills in case a key employee is unable to come to work.

Communication

- Determine what events might cause communication systems to fail, and take steps to minimize risk.
- 2. Ensure redundant systems are in place for key communication systems.
- 3. Create a communication plan that will allow you to reach your employees, suppliers, and key customers in the event of a disaster.

Community

- Create a list of customers, suppliers and other operations which could be affected by an incident at your site.
- 2. Analyze your customer base.
- 3. Create a long-term diversification plan.

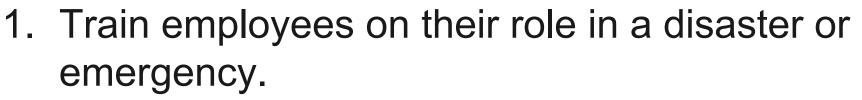
Personal Preparedness

- 1. Encourage your employees and their families to participate in a personal preparedness program
- 2. If you have employees or regular customers with disabilities, take steps to ensure that they will be safe and informed in an emergency
- 3. Train your employees to be ready for emergencies at work.

Emergency Plans

- 1. Create emergency plans for your building.
- 2. Create contingency plans for your business.
- 3. Formalize your emergency plan.

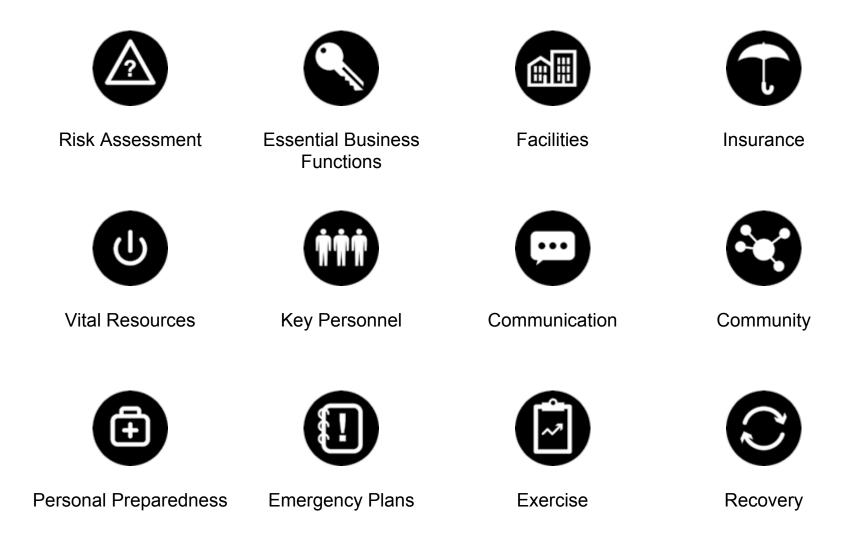
Exercise



- 2. Hold a drill or tabletop exercise to test emergency procedures.
- 3. Offer additional safety and response training for staff members.

Recovery

- 1. Make a checklist of considerations for getting back into business if your facility is damaged.
- 2. Make a plan for post-disaster staff support.
- 3. Make a checklist of considerations to help you make decisions about the future if your business is affected by disaster.



Resources

- <u>www.do1thing.com/business</u>
- www.readyrating.org
- NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs
- NFPA 424 Guide for Airport/Community Emergency Planning
- FAA AC 150/52 26 00-31C Airport Emergency Plan
- AirTAP Emergency Guidebook for General Aviation Airports

TRB's Airport Cooperative Research Program (ACRP) Reports

- Airport Emergency Post-Event Recovery Practices
- Airport Terminal Incident Response Planning
- A Guidebook for Integrating NIMS for Personnel and Resources at Airports
- Effective Cooperation Among Airports and Local and Regional Emergency Management Agencies for Disaster Preparedness and Response
- Integrating Community Emergency Response Teams (A-CERTs) at Airports
- Operational and Business Continuity Planning for Prolonged Airport
 Disruptions
- Guidebook on Integrating GIS in Emergency Management at Airports
- Model Mutual Aid Agreements for Airports
- Any many more...

Questions?

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