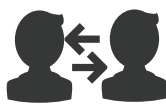


10 Tips to Create a Disaster Preparedness Plan

What would you need to keep your business going after a disaster? Here are some important steps to consider when creating a plan.

1. Meet with employees to discuss the types of emergencies that may affect your area. Explain how to respond and find safe spots in your pharmacy for each type of disaster.



2. Discuss what to do about power outages and personnel injuries.



3. Draw a floor plan of your pharmacy. Mark two escape routes from each room.



4. Consider what you need to resume operations on a temporary basis. Minimum-square footage? Shelves? Countertops? How much inventory?



5. Make a plan for how you'll communicate with patients, vendors, wholesalers, pharmacy associations and employees in the event of a disaster.



6. Instruct employees on how to turn off the water, gas and electricity at main switches.



7. Maintain updated contact information for employees, including employees' close family members. You may have to contact an employee through a family member after a disaster.



8. Find out if your state pharmacy association offers mobile units for use in a disaster. If so, save key contact information off-site.



9. Make sure business records are backed up and stored remotely. Maintain a separate copy of your insurance policies and other key records.



10. Keep fuel in your vehicle at all times and stock your vehicle with an emergency supply kit.



Information courtesy of Pharmacists Mutual and PBA Health