

DISASTER PREPAREDNESS



The best time to respond to a disaster is before it happens. A relatively small investment of time and money now may prevent severe damage and disruption of life and business in the future. Every area in the country is subject to some kind of disaster – flood, hurricane, earthquake, ice storm, and landslide, to name a few. Even man-made disasters – oil spill, civil unrest, fire, etc. – can devastate the surrounding neighborhood and economy. Even though an area has never been damaged before, there is no guarantee that it will not happen tomorrow.

Ask yourself: what if the worst happened? How would it affect my business and my family? Would we survive if the business were closed down for weeks, months, or perhaps my entire revenue season? What can I do to make sure we survive? Be a little pessimistic now, and assume it CAN happen to you. Develop a Disaster Plan for your home or business now so you can rest a little more easily in the future. A disaster plan is important for the following aspects of your business: Facilities (Buildings & Equipment), Operations, Critical Information & Communications and Insurance.

A DISASTER PLANNING TOOLKIT

- Identify the hazards you may face
- Plan for and reduce the impact of disasters
- Keep your doors open after a disaster hits
- Advise you on insurance, disaster supplies and the things you can do to make your business more disaster resistant

FACILITIES-BUILDINGS & EQUIPMENT

- What would we do if our facility were closed for several days, damaged or even totally destroyed?
- What could we absolutely not survive without? Production machinery? Computers? Custom-made parts? The buildings? What can I do to assure I never have to live without them?

OPERATIONS

- What if there was a prolonged power outage?
- What if my key suppliers or shippers were shut down even though I am not?
- What if my customer base suffered a disaster and no longer needed or could not afford our product?

CRITICAL INFORMATION AND COMMUNICATIONS

- What if my payroll, accounting, or production records were destroyed?

- What if my computer or computerized machinery was destroyed?
- What if the local phone service were disabled?
- Forewarned is forearmed, they say. How can I be forewarned?

INSURANCE

- Is my insurance adequate to get us back in operation?
- Do I understand what is covered and what is not?
- Can I pay creditors, employees, and my own needs during a prolonged shutdown?
- How long can I survive if we are shut down?

INSTITUTE FOR BUSINESS & HOME SAFETY (IBHS)

A community relies on its businesses to generate jobs and tax revenue and to nurture a built environment that is healthy and sustainable. When a business protects itself from natural disasters, it is also protecting one of its community's most valuable assets. There is no way to avoid a natural disaster from occurring. You can, however, take action to avoid the most devastating damage that your business may face. Call for a new guide from IBHS and the **United States Small Business Administration** that introduces disaster planning and recovery for the small business owner. Suggestions on steps you can take to protect your building, contents, employees and customers from earthquake damage is included in this guide.

Information for this article taken from www.sba.gov. **Find tips and answers here.** More helpful information can also be obtained from the local branch:

SBA Michigan District Office
477 Michigan Avenue
Suite 515, McNamara Building
Detroit, Michigan 48226
(313) 226-6075

Should you experience a potentially devastating disaster, rest assured that help will not be far away. **Calling the Employee Assistance Center** will also help you explore local resources. Please call for your copy of the Macomb County Emergency Preparedness Workbook and Guidelines to assist you with the task of preparing and planning for disaster. **You may also contact the Macomb County Office of Emergency Management at: 586.469.5270**

THE EMPLOYEE ASSISTANCE CENTER CAN HELP WITH MANY CONCERNS

Family Problems - Child Care - Personal/Job Stress
Alcohol/Drug Abuse - Marital Tension - Elder Care
Emotional Problems - Legal and Financial Referral

Services are confidential and FREE to employees and their dependents

**586-541-1555 or
Toll Free 1-866-888-1555**

Some Contemporary Principles of Adult Learning...

The process of action learning, founded by Reginald Revans about 50 years ago in England, is based on contemporary views of adult learning. Action learning asserts that adults learn best when:

- √ Working to address a current, real-world problem
- √ Invested in solving the current problem
- √ Applying new materials and information
- √ Exchanging ongoing feedback around their experiences



Adults often learn best from experience. Allow them to be creative, take action and learn from their mistakes.

Communication with Discretion

As important as open communication is to a good relationship between a manager and their employee, so is the use of discretion in that communication. Problems from “too open” communication can occur when a manager’s relationship with the employee is so comfortable that the manager forgets who is in the authoritative position. Even in the most open and informal manager-employee relationship:

- Respect privacy by not discussing one employee with another unless it is absolutely necessary for you to do so.
- Practice confidentiality by not discussing an employee’s salary or bonus with another employee.
- Refrain from discussing proposed promotions with employees until you have received positive feedback on them from higher up. Something that you suggest as just a “possibility” instantly turns into a promise in the employee’s mind.
- Show professionalism by not bad-mouthing the company or upper management in any way.
- Use discretion when speaking with your employees about your own personal problems.
- Avoid giving personal counseling unless you are qualified to do so. Most often, if the situation calls for more than just someone with whom to talk, you should refer the person to a professional.
- Avoid discussions about politics and religion. Employees who disagree with their manager may feel “put on the spot” by such talks.
- When giving a poor performance review or terminating an employee, do not discuss problems in terms of personal flaws. State only that the performance is unsatisfactory, not that the person is.

Watch your thoughts; they become words.

Watch your words; they become actions.

Watch your actions; they become habits.

Watch your habits; they become character.

Watch your character; it becomes your destiny.

- Frank Outlaw

Source: American Management Association

[CALL THE EAC FOR MORE DETAILED INFORMATION AND/OR TRAINING ON EFFECTIVE COMMUNICATION!](#)

CARE



www.careofmacomb.com

31900 Utica Road
Fraser, MI 48026
Phone: 586-541-1555
Toll Free: 866-888-1555

Office Hours:
M, T, TH: 8:30 am - 9:00 pm
W & F: 8:30 am - 5:00 pm
Clinician on call 24/7

The EAC is located within the CARE office, which is on the southeast corner of Utica Road & Masonic (13 ½ Mile Road) in Fraser