



READYTN BUSINESS EMERGENCY PLAN

BUSINESS INFORMATION

| | |
|-------------------|--|
| Business Name | |
| Address | |
| Phone Number | |
| Owner/Manager | |
| Plan Last Updated | |

SECTION ONE: EMERGENCY CONTACTS

List key emergency contacts and their phone numbers

| Name | Role/Agency | Phone Number | Email/Other Contact |
|------|-------------|--------------|---------------------|
| | | | |
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SECTION TWO: EMERGENCY PROCEDURES

Outline the steps employees should take during an emergency.

Fire:

1. Evacuate immediately using nearest exit.
2. Call 911.
3. Meet at designated assembly area.
4. Account for all employees.

Severe Weather:

1. Move to designated shelter area.
2. Stay away from windows.
3. Monitor weather alerts.
4. Wait for all-clear signal.

Medical Emergency:

1. Call 911.
2. Provide first aid if trained.
3. Notify management.
4. Complete incident report.

Utility Failure:

1. Report to supervisor.
2. Evacuate if necessary.
3. Contact utility provider.
4. Resume operations once safe.

SECTION THREE: EVACUATION PLAN

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|----------------------------------|--|
| Designated Assembly Area | |
| Primary Exit Route | |
| Secondary Exit Route | |
| Person Responsible for Headcount | |





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SECTION FOUR: BUSINESS CONTINUITY PLAN

Describe how your business will continue operating after a disaster.

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|--|--|
| Alternate work location | |
| Key suppliers contact information | |
| Backup data access | |
| Critical business functions to restore | |

SECTION FIVE: TRAINING AND PLAN REVIEW

Indicate how and when employees are trained on the plan.

| | |
|-------------------------|--|
| Date of last training | |
| Next scheduled training | |
| Plan reviewed by | |