

Is your business prepared for disaster? Step #3: Know your employees.



To put it simply, your employees are the most valuable asset of your business. And in an emergency, two-way communication with them is critical.

Let's say a disaster strikes. Would you know how to reach your employees? Do you have current phone numbers, email addresses, street addresses, and emergency contact information for each of them? Is this information available somewhere outside your business, like on cloud storage?

To make sure you know your employees (and the best ways to reach them), we recommend using [our printable employee information form](#).

Employee Form

Use this form to record information about all employees, including the business owner, so that each person can be contacted at any time. Duplicate this form for each employee.

Updated: _____

Next review date: _____

General information

Employee name: _____

Position/title: _____

Home address: _____

City, State, ZIP code: _____

Office phone: _____

Ext. _____

Alternate phone: _____

Home phone: _____

Mobile phone: _____

Office email: _____

Home email: _____

Special requirements: _____

Certifications

☐ First aid ☐ Emergency Medical Technician (EMT) ☐ CPR ☐ Ham radio

☐ Other: _____

☐ Special licenses: _____

Local emergency contact

Full name: _____

Relationship: _____

Home phone: _____

Mobile phone: _____

Email: _____

Out-of-state emergency contact

Full name: _____

Relationship: _____

Home phone: _____

Mobile phone: _____

Email: _____



Follow these steps to enhance how well you know your employees.

Step 1: Gather the information you need about each employee. Use our form or

another sample ... just ensure it is thorough and asks for all the information you may need.

Step 2: Keep all information current. Send a reminder every six months for employees to update their information if they've had a life change or event. You could send out an email or put a reminder on their calendars.

Step 3: Store employee information in a safe location. Store a primary version securely [behind password protection](#) or a physically locked door. Keep a second version on an online cloud in case you aren't at work when you need to get to it.

Step 4: Take additional steps to improve your communication readiness.

- Create an employee phone tree and an emergency call-in voice recording phone number where employees can leave messages.
- Create an emergency email account. In a disaster situation, employees can use this account to contact the company regarding their status. Be sure all employees know how to access the emergency account.

Step 5: Think through other employee-related considerations.

- Is any assistance needed for employees with special needs? Consider communication difficulties, physical limitations, equipment instructions, and medical procedures.
- Which employees are caring for children or individuals with special needs? These responsibilities may prevent them from being available in a disaster situation.
- Which employees are [trained in first aid](#) or CPR? These skills could be critical in an emergency.
- Does one employee have special work skills no other employee has? Consider training another employee in these skills so a backup is available.

Step 6: Encourage all employees to have their own personal emergency preparedness plans at home. The more prepared they are at home, the faster they can return to work to help your business recover.

Frankly speaking, the best businesses are prepared for the worst, and our free Disaster Preparedness Guide has you covered. For even more help getting comprehensive business coverage, talk to one of our [local, independent agents](#) today.

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