



## 5 Steps of Membership Businesses and Organizations

A disaster can happen at any time, but preparedness and prevention are two elements within our control. Being ready for the inevitable is a shared responsibility that starts with each of us.

The Center for Volunteer and Nonprofit Leadership of Marin and the American Red Cross of the Bay Area are partnering together to provide Marin County with a program that guides businesses, nonprofit organizations, and schools in preparing for emergencies, and recognizing their commitment to preparedness. The Red Cross Ready Rating™ Program and the Center's Prepare Now Program will enable participants to self-assess their readiness, identify resources and receive training that will assist you with creating a disaster resilient organization. A series of workshops will be offered which are designed to help staff effectively respond in the event of a disaster with a successful facility management process. In the aftermath of a disaster the Center operates its Emergency Volunteer Center which mobilizes emergent volunteers who want to help by connecting them with organizations that need assistance.

### **Step 1. Commit to membership in the Red Cross Ready Rating™ Program.**

**Commit to increasing your organization's emergency readiness each year. Key actions include:**

- CEO or sponsoring Executive signs the Membership Agreement
- Appoint an Agency Emergency Planning Coordinator to serve as liaison

### **Step 2. Conduct an assessment.**

**Gather information about possible emergencies that could impact your business' capability to respond to and recover from a disaster or emergency. Key actions include:**

- Complete the Ready Rating 123 Assessment online
- Understand the types of disasters most likely to impact your business

### **Step 3. Develop an emergency response plan.**

**Create a plan describing the steps your organization will take to protect your business and employees before, during and after an emergency. Key actions include:**

- Develop a written plan describing how your business will respond during a disaster
- Attend any of the PrepareNow Course Modules for additional training, guidance and technical support
- Develop a Continuity of Operations Plan (COOP) describing how your business will operate during and after an emergency

### **Step 4. Implement your emergency response plan.**

**Make emergency preparedness part of your corporate culture. Key actions include:**

- Train employees in emergency preparedness and the appropriate procedures to follow at work
- Acquire and maintain needed safety equipment and emergency preparedness supplies
- Conduct and assess regular drills and exercises to determine the readiness of your employees and facility to respond to an emergency

### **Step 5. Help your community get prepared.**

**Now that your company and employees are prepared, commit to helping the overall community prepare for a disaster or other emergency. Your organization can:**

- Register to be a shelter or volunteer intake center during a disaster