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## Test Your Plan Table Top Exercise: Power Outage Scenario

*It is now 7:30 AM on Monday, three days later. The power is still out and the Health Department has determined that “no building without running water can open for business.” Clients are calling and the company voicemail system is full. Employees are texting the Human Resources Director asking for guidance.*

18. What do you tell them?

### Exercise Debrief:

- 19. What is missing from your plan?
- 20. What worked well in this scenario?
- 21. What did not work so well?
- 22. What could you do differently next time that would improve your response?
- 23. List the actions you will take to improve your plans.

### Exercise Wrap Up:

This completes the exercise. In order to maximize what can be learned from this effort, have all participants write down their thoughts and concerns. You can address these and the debrief issues at future meetings.

Notes:

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Exercise Date: \_\_\_\_\_

Next Exercise Date: \_\_\_\_\_



## Resources: Where to Go for Help

Your relationship with your community and outside agencies can strengthen your ability to protect your employees and property and return to normal operations. Maintain a channel of communication with community leaders, public safety organizations such as the police, fire and emergency medical services, government agencies, utility companies, and others. Working together with outside agencies can be beneficial because they can provide a wealth of information to help you recover quickly from a disaster.

Refer to the resources below for more information about implementing disaster safety recommendations to help you prepare for and recover from natural or other types of disasters.

### **Insurance Institute for Business & Home Safety**

In addition to providing this free business continuity tool kit, IBHS provides free disaster preparedness and property protection guidelines, recommendations and projects for small businesses. The Institute also offers post-disaster recommendations on repairing and rebuilding to make your building(s) stronger and safer the next time a disaster strikes.

<http://disastersafety.org>

### **American Red Cross**

Among other disaster preparedness and response services, the Red Cross offers a number of preparedness training programs and resources for workplaces, families, and individuals.

<http://www.redcross.org>

### **Business Civic Leadership Center – Disaster Help Desk**

The BCLC Help Desk is designed to enhance community economic recovery after a disaster. The Help Desk provides on-the-ground coordination of information among businesses, local chambers of commerce, NGOs, government responders, and disaster recovery specialists.

<http://www.uschamberfoundation.com>

### **DisasterAssistance.gov**

Provides information on how you might be able to get help from the federal government before, during and after a disaster. If the President of the United States makes help available to individuals in your community after a disaster, you can visit this site to apply online.

<http://www.disasterassistance.gov>

### **Federal and Local Emergency Management Agencies**

Even the largest, most widespread disasters require a local response. Local emergency management programs are the core of the nation's emergency management system.

<http://www.fema.gov>

### **Internal Revenue Service– Disaster Assistance and Emergency Relief for Businesses**

The IRS offers audio presentations about planning for disaster. These presentations discuss business continuity planning, insurance coverage, record keeping and other recommendations for staying in business after a major disaster.

<https://www.irs.gov/businesses/small-businesses-self-employed/disaster-assistance-and-emergency-relief-for-individuals-and-businesses-1>

### **Small Business Administration**

The U.S. Small Business Administration provides loans, loan guarantees, contracts, counseling sessions and other forms of assistance to small businesses following a disaster.

<http://www.sba.gov/>

### **Small Business Development Centers**

The SBDC assists small businesses with financial, marketing, production, organization, engineering and technical problems, as well as feasibility studies.

<http://www.sba.gov/content/small-business-development-centers-sbdcs>

<http://www.asbdc-us.org/>