Business Continuity

Resources and Checklist Guide

Introduction

This guide provides essential resources and a detailed checklist to help your organization prepare for and effectively respond to emergencies, ensuring business continuity.

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Emergency Resources

Emergency Planning

- Ready.gov
    - https://www.ready.gov/hurricanes

- Puerto Rico Emergency Portal System
    - https://www.preps.pr.gov/

Weather and Emergency Management Agencies

- National Weather Service
    - 787-253-4586
    - https://www.weather.gov/sju/

- Bureau for Emergency Management & Disaster Administration (NMEAD)
    - 787-724-0124
    - https://manejodeemergencias.pr.gov/

- Federal Emergency Management Agency (FEMA)
    - 787-296-3500
    - https://www.fema.gov/locations/puerto%20rico

- American Red Cross Puerto Rico Chapter
    - 787-758-8150
    - https://www.redcross.org/local/puerto-rico.html

Law Enforcement and Fire Protection

- Puerto Rico Police
    - 787-343-2020
    - https://www.policia.pr.gov/

- Puerto Rico Firefighters
  - 787-343-2330
  - https://www.dsp.pr.gov/negociados/negociado-de-bomberos-de-puerto-rico

- Emergencies
  - Dial 911

Puerto Rico Utilities Agencies

- Puerto Rico Electric Power Authority (PREPA)
  - 787-289-3434
  - https://aeepr.com/#/

- Luma Energy
  - 1-844-888-5862
  - https://lumapr.com/

- Puerto Rico Aqueduct and Sewer Authority (AAA)
  - 787-521-3434
  - https://www.acueductos.pr.gov/

- Department of Transportation and Public Works (DTOP)
  - 787-722-2929
  - https://www.dtop.pr.gov/

Natural Hazard Preparedness Checklist for Businesses

Develop a business continuity plan outlining operations maintenance procedures during and after a disaster. Ensure the plan includes roles and responsibilities, communication strategies, and recovery steps. Here is a check list to help you get started:

Risk Assessment and Planning

- [ ] Identify potential natural hazards affecting Puerto Rico.
- [ ] Assess risks and vulnerabilities specific to your business location.
- [ ] Develop a business continuity plan with roles, responsibilities, and recovery procedures.

Data and Asset Protection

- [ ] Backup critical data regularly and store off-site.
- [ ] Secure physical assets with storm shutters and reinforced structures.
- [ ] Implement data encryption and access controls.

Communication and Training

- [ ] Establish an emergency communication plan with multiple contact methods.
- [ ] Conduct regular training on evacuation procedures and emergency protocols.
- [ ] Ensure employees understand their roles during emergencies.

Emergency Supplies and Equipment

- [ ] Prepare emergency kits with essentials like first aid, water, and food.
- [ ] Maintain backup power sources (generators) and essential equipment.
- [ ] Install surge protectors and UPS for critical systems.

Insurance and Financial Preparedness

☐ Review insurance policies for adequate coverage of natural hazards.

☐ Maintain financial reserves for emergency expenses and business interruption.

☐ Keep detailed records of assets and inventory for insurance claims.

☐ Utilize FEMA's Business Continuity Planning Suite: A set of tools to help businesses plan ahead for disasters.

FEMA Business Continuity Planning Toolkits
https://www.ready.gov/business/toolkits

☐ Access FEMA's Ready Business Program for additional resources and guidance.

FEMA Ready Business
https://www.ready.gov/business/emergency-plans/continuity-planning