

## OVERVIEW

This template provides a structure for formulating an Emergency Preparedness and Business Resumption Plan. This type of planning is essential for companies today to prepare for emergency events – events as small as a temporary power outage to something unimaginable like a tornado hitting the workplace.

This template consists of an outline along with general guidance and sample language for reference. Within each section you will find blue italicized direction on what should be included in the section of the document; followed by suggested sample language that can be used. Text contained in brackets [ ] should be replaced as indicated to customize statements with information specific to your Organization. For an effective plan, it will be necessary to tailor the plan to meet your own needs and requirements. You may need to add or delete sections, change verbiage that more accurately reflects your organization, and conduct the exercises to complete the document.

This document is general in nature and does not reflect information that may be important for preparedness for specific industries, geographic regions, and manufacturers. It is recommended, as with all policies and practices, that you consult with your attorney for a final review of the document before implementation.