

DISASTER PREPAREDNESS QUICK GUIDE FOR NONPROFITS

Recommendations for Safeguarding your Human Resources, Operations, Data, Property, and Finances.



KNOW YOUR RISKS

- ✓ Identify and evaluate hazards and risks in your community and their potential impact.
- ✓ Download emergency apps like FEMA, American Red Cross, weather alerts, or media outlets.

HUMAN RESOURCES

- ✓ Keep information of employees, board members, volunteers, and suppliers updated.
- ✓ Create an emergency action plan with clear procedures.
- ✓ Establish an internal communication method for emergencies.
- ✓ Train staff and volunteers in disaster preparedness, first aid, and Cardiopulmonary Resuscitation (CPR).
- ✓ Allow staff to prepare their homes for disasters.
- ✓ Collaborate with local organizations and agencies such as the Office of Emergency Management.
- ✓ Participate in community networks for support and resilience.



CREATE A RESILIENCE PLAN

- ✓ Involve all levels of the organization.
- ✓ Assign responsibilities and deadlines.
- ✓ Define objectives and priorities to mitigate

risks and restore operations.

- ✓ Incorporate lessons from drills and real events.
- ✓ Conduct regular emergency drills and review the plan annually.



PROTECT THE PROPERTY

- ✓ Inventory assets and critical functions and analyze vulnerabilities.
- ✓ Develop an action plan to protect the property.
- ✓ Secure heavy and dangerous objects; relocate exterior items indoors or to safe areas.
- ✓ Conduct regular safety inspections to eliminate hazards like vegetative debris or blocked drains.
- ✓ Keep the roof in good condition with periodic inspections.
- ✓ Install smoke and gas detection systems.
- ✓ Consider additional protections like storm shutters or impact resistant glass.



PROTECT IMPORTANT DOCUMENTS

- ✓ Identify, update, and protect important documents (inventory, contact info, payroll, policies, legal, financial, insurance records).
- ✓ Make copies of files and store them in a safe box or digital cloud.



- ✓ Familiarize yourself with necessary documentation for government assistance such as Small Business Administration (SBA) loans.

INSURANCE

- ✓ Maintain a documented inventory of assets with photos and videos.
- ✓ Review insurance policies with your agent; understand coverage, exclusions, copays and deductions.
- ✓ If renting property, review your contract to determine what the owner's insurance covers and what you need to insure.
- ✓ Ensure sufficient insurance coverage; avoid unnecessary additional coverage.
- ✓ Note that commercial property insurance does not cover floods; consider flood insurance if needed.
- ✓ Consider additional coverage for operational interruptions, operating from another location, or asset protection in case of lawsuits.

OPERATIONAL CONTINUITY



- ✓ Identify an alternate location for operations in the event of a disaster.
- ✓ Plan for cash and credit needs; create an emergency reserve fund.
- ✓ Seek specific grants and donations for disaster preparedness and response.

ADDITIONAL RESOURCES

Resiliency and Business Innovation (RBI):

https://prsciencetrust.org/wp-content/uploads/rbi/DISASTER_PREPAREDNESS-ENG-SPA.pdf

Business Resilience 101 Workbook [Resilience-in-a-Box-Workbook.pdf \(svdcdn.com\)](#)

Master Your Disaster™ (2017): Leann Hackman-Carty. Guide to preparing your family, business, and community for a disaster scenario.

<https://www.amazon.com/Domine-Desastre-preparaci%C3%B3n-respuesta-recuperaci%C3%B3n-ebook/dp/B07C2W61B6>

Federal Emergency Management Agency (FEMA): Information and tools to identify and prepare for risks, including public emergency alerts and flood risk area maps. <https://www.fema.gov/es>

Small Business Administration (SBA): Provides disaster loans to businesses, private nonprofit organizations, homeowners, and renters. www.sba.gov/disaster-assistance

American Red Cross: <https://www.redcross.org>

OSHA: Ensures safe working conditions. <https://www.osha.gov>

Caribbean Center for Rising Seas: <https://prsciencetrust.org/ccrs/>

