



Category One :: Get Ready
Subcategory :: Protect Your Investment

Organization Classification:	Small (fewer than 50 employees)	Medium (50- 500 employees)	Large (more than 500 employees)
Certification Requirements:	Complete two (2) of the Optional tasks	Complete five (5) the Optional tasks	Complete eight (8) of the Optional tasks

Protect Your Investment

Required Protect your Investment Measures: Regardless of the size of your organization you must complete each of the following measures.

1. Review current insurance coverage for things such as physical losses, flood coverage and business interruption.
2. Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
3. Identify essential equipment needed to keep the business open.

Optional Talk to Your People Measures:

1. Establish or enhance plan for utility disruptions. Talk with utility service providers about potential alternatives and identify back-up options.
2. Establish or enhance your alternate facility plan.
3. Establish or enhance your shut-down procedures for the HVAC system.
4. Install fire detectors and fire extinguishers in appropriate locations.
5. Attach equipment and cabinets to walls or other stable equipment. Place heavy or breakable objects on low shelves.
6. Elevate valuable inventory and electric machinery off the floor.
7. Establish or enhance your backup procedures for records and critical data to include keeping a copy off-site.
8. Purchase, install and pre-wire a generator to your building's essential electrical circuits.
9. Install automatic sprinkler systems, fire hoses and fire-resistant doors and walls.
10. Make available building and site maps with critical utility and emergency routes clearly marked.
11. Develop a plan to secure ingress and egress. Consider all ways in which people, products, supplies and other things get into and leave your building or facility.
12. Develop a plan for mail safety.
13. Offer influenza shots for your employees.