

PREPARE YOUR BUSINESS



REDUCE LOSS — MAKE A PLAN — BE PREPARED

Prepare your staff and site now, before the next crisis.

SECURE YOUR SPACE

#1

Secure furniture to the wall.
Remove overhead boxes or items which could fall.
Move flammable items to proper storage areas.



DETERMINE WHERE TO TAKE COVER

#2

Decide where to take refuge in an emergency.
Train and practice with staff to "Drop, Cover and Hold On" in an earthquake.



MAKE AN EVACUATION PLAN

#3

Keep exits clear and establish an evacuation route.
Determine a safe meeting space.
Define an exit and communications plan.



For more information on how to prepare for an emergency, please visit:

www.losaltosca.gov/emergencyprep



**DISASTERS DON'T PLAN AHEAD,
BUT YOU CAN.**

EVACUATION AND COMMUNICATIONS PLAN

Business Name: _____

In an emergency we:

1. Close the cash register/secure our business
2. Turn off lights and dangerous equipment (ovens, machinery, etc.)
3. Lock the door
4. _____
5. _____
6. _____

We notify (manager, business owner, others):

Name	Title/Relationship to Business	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Emergency Contacts: 911 OR

Los Altos Police

Emergency: (650) 947-2779

Non-Emergency: (650) 947-2770



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