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## Terrorism – Are You Prepared?

Acts of terrorism are hazards that can be prepared for in the same manner as fires, floods, chemical spills, and other common business hazards. Such preparations should include securing business facilities, operations, and systems to reduce their vulnerability to acts of terrorism; planning emergency responses to acts of terrorism that may occur; and planning post-event recovery and business restoration strategies. This handout highlights key elements of these preparation activities.

### Securing Premises and Operations

- Has an assessment of existing security practices been performed?
- Have steps been taken to secure the physical premises (e.g., fencing, lighting, secure locks, etc)?
- Is there a pre-employment screening program?
- Have steps been taken to control visitor/vendor access?
- Have other special concerns been addressed (e.g., hazmat on premises, bomb threats, Internet virus threats, etc.)?

### Planning Emergency Responses

- Does the business have an OSHA-required Emergency Action Plan (EAP) in place?
- Is the organizational structure, including who the designated contact persons are for the company, clearly outlined in the plan?
- Are evacuation signals, designated escape routes, and alternate escape means provided in the plan?
- Are evacuation assembly points for each work area clearly identified and maintained?
- Is there a method to account for visitors on the premises?
- Are employees trained in the EAP?
- Are regular drills conducted to re-enforce previous training?
- Is the plan reviewed when changes occur in the workplace (e.g., new processes or equipment) or new threats are identified?

### Recovering from Events

- Is there a strategy in place for continuing operations if the premises are damaged, destroyed, or otherwise unavailable?
- Is there a strategy in place for continuing operations if key suppliers are unavailable or if key employees are injured or killed?
- Are necessary recovery equipment and supplies available, including a list of vendors?
- Are plans in place to recover vital business records?
- Is there an employee assistance plan in place to provide counseling for traumatized employees?