

Business Emergency Preparedness Guide



ALAMEDA COUNTY

BUSINESS EMERGENCY PREPAREDNESS GUIDE

Your business is vital to Alameda County. When you prepare, you protect not only your operations but also your employees, customers, and community.

Emergencies are no longer rare, they're recurring. In Alameda County, businesses face earthquakes, wildfires, floods, power shutoffs, and cyber threats. The question isn't if something will happen, but how ready you'll be when it does.

Even short disruptions can cause lasting financial loss. Closures ripple across suppliers, employees, and customers. Preparedness safeguards more than property; it protects people, livelihoods, and essential services.

This guide is designed as a working tool to help you stay resilient by providing:

- Clear, actionable steps tailored to Alameda County's risks
- Practical checklists to help you prepare, respond, and recover
- Guidance on business continuity, risk reduction, safety, communications, and insurance

Use it, update it, and share it with your team. Whether you're building your first plan or improving what you have, this resource helps you reduce risks, protect lives, and recover faster.

Prepare your business today, so you're ready for whatever comes tomorrow!

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Alameda County Hazard Snapshot

Earthquakes

- 423 earthquakes (M>1.5) in the past year (2025).
- A magnitude 4.3 earthquake struck just outside Berkeley, along the Hayward Fault zone.

Wildfires

- More than 500 wildfires have occurred across the Bay Area in the past 60 years.
- 10 wildfires recorded near in the county between 1984 and 2021.
- In August, 2020, 1447 buildings in Alameda County were damaged during the SCU Lightning Complex Fire.

Storms and Flooding

- 10 severe storms recorded between 1990 and 2020.
- In 2023 storms caused about \$140 million in public infrastructure damages.

Human-Caused Threats

- In 2022, Alameda Health System disclosed a data breach of its email system that compromised personal and health data for about 90,000 patients.

Earthquake Impacts on Businesses

Downtime = Revenue Loss

Each day closed is a day of lost sales, clients, and production.

Immediate Impacts

- **Building damage:** collapsed walls, broken windows, unsafe structures.
- **Utility outages:** power, water, internet down.
- **Damaged inventory:** equipment, supplies, or stock.

Secondary Impacts

- **Gas leaks and fires:** caused by broken lines or equipment.
- **Hazardous material spills:** chemicals, fuel, or stored products.
- **Landslides and flooding:** localized impacts in vulnerable areas.
- **Supply chain delays:** roads or infrastructure damaged.

Business Risks During Closure

- **Employee safety and liability:** on-site injuries may lead to claims or lawsuits.
- **Insurance gaps:** standard policies usually exclude earthquake damage unless added separately.
- **Supply chain disruption:** delays in shipments, materials, or partner operations stall recovery.
- **Lost customers:** extended closures can permanently shift clients to competitors.

Four Simple Steps to Protect Your Business

TIP Natural hazard mitigation saves \$6 on average for every \$1 spent.

Step 1: Secure Your Space

- Anchor tall shelving, display cases, and equipment.
- Secure water heaters, gas lines, and Heating, Ventilation, and Air Conditioning (HVAC) systems.
- Install seismic shut-off valves to reduce fire risk.
- Strap down valuable inventory or machinery.

Step 2: Protect Your People

- Train staff to practice Drop, Cover, and Hold On.
- Post safe zones and evacuation routes clearly.
- Designate floor wardens or emergency leads.
- Keep workplace supplies stocked: water, first aid kits, flashlights, and radios.

Step 3: Plan for Recovery

- Back up business data to the cloud and an offsite device.
- Store physical and digital copies of insurance, lease, vendor contacts, and employee rosters.
- Know how and where to file an earthquake insurance claim.
- Build a mutual aid agreements with nearby businesses to share supplies or temporary space.

Step 4: Stay Informed

- Sign up for the [MyShakeApp](#) to receive earthquake early warnings.
- Sign up for Alameda County (AC) Alert: [ACAlert.org](#)
- Follow [@AlamedaCoAlert](#) and local agencies for real-time updates.
- Check the [USGS webpage](#) to stay up to date on earthquake-related information.

 **Pro Tip: Add alerts for your suppliers and logistics providers, too.**

EVACUATION TERMINOLOGY

- **Evacuation Order:** Leave immediately.
- **Evacuation Warning:** Prepare to leave. If you need extra time or assistance, evacuate now.
- **Shelter in Place:** Stay indoors.



What Wildfires Can Do to Your Business

Potential Impacts:

- **Evacuations:** Fire evacuation orders/warnings can shut down offices, stores, or warehouses with little to no warning, leaving no time to notify staff or customers.
- **Smoke Intrusion:** Fine smoke particles clog HVAC systems, damage electronics, and spoil products such as food, fabrics, or technology.
- **Poor Air Quality:** Spikes in the Air Quality Index (AQI) keep employees and customers indoors, which reduces retail traffic, shortens service hours, and limits outdoor operations.
- **Power Loss:** Extended outages halt production lines, disable security systems, and cause spoilage of perishable inventory.

Insight: On average, outages of four hours cost \$10,000 to \$20,000 and three-day outages can cost more than \$50,000.

WILDFIRES

QUICK FACT

After a wildfire, the burned landscape becomes highly vulnerable to mudflows, even from light rain, for up to five years post-fire.

Most standard commercial policies exclude flood or mudslide damage, so without separate flood insurance, businesses face catastrophic out-of-pocket losses from flood impacts that follow wildfires.

Wildfire Resources for Businesses

To prepare your business for wildfire risks and ensure adequate insurance coverage, consult the California Department of Insurance. Their resources include:

- [Commercial Insurance Coverage Guide](#)
- [Wildfire Prevention and Preparedness](#)
- [Wildfire Recovery & Readiness](#)

Additional wildfire preparedness tools and alerts:

- **AC Alert:**
 - Receive wildfire evacuation and smoke alerts:
www.acgov.org/emergencysite.
- **Alameda County Fire Department:**
 - Wildfire preparedness guidance:
<https://alamedacountyfire.gov/emergency-preparedness/>
- **PG&E Wildfire Safety Program:**
 - Includes Public Safety Power Shutoff (PSPS) updates, generator rebates, and preparedness tools:
www.pge.com/wildfiresafety.

PREPARE IN 3 SMART WAYS

1

Harden Your Property

- Clear brush, leaves, and combustibles at least 5 feet from the building.
- Install ember-resistant vents and screen rooftop or attic openings.
- Use non-combustible material for signage and outdoor storage.
- Upgrade roofing and siding materials in wildfire-prone zones.
- Move dumpsters, propane tanks, or storage units away from structures.

2

Protect Your Operations

- Develop a communication plan with employees, vendors, and clients.
- Invest in backup power such as portable generators or battery systems.
- Store payroll, client files, and critical documents in the cloud and offsites.
- Keep updated photos or videos of inventory and equipment for insurance claims.
- Identify alternate suppliers and delivery routes in case roads are blocked.

3

Plan for Air, Not Just Fire

- Stock N95 masks for staff or visitors during smoke events.
- Seal drafty doors or windows and inspect HVAC systems for filtration upgrades.
- Place air purifiers in high-use areas like reception or breakrooms.
- Monitor AQI and prepare to adjust operations (remote work, reduced hours).

What Flooding Can Do to Your Business

- **Interior damage:** Floors, walls, electrical systems, and HVAC units are often the first to be hit, even in shallow floods.
- **Inventory and equipment loss:** Water quickly ruins paper files, electronics, machinery, and perishable goods.
- **Mold and health hazards:** Standing moisture leads to mold, forcing long closures and creating health risks for staff and customers.
- **Utility disruption:** Flooding can shut down power, internet, or gas for days or weeks.
- **Customer access issues:** Flooded streets and transit delays reduce foot traffic and interrupt deliveries.

Just five inches of water can cause over \$25,000 in damage to a small business.

FEMA reports that **25%** of small businesses never reopen after a major flood.



Have multiple ways to get warnings
weather.gov



Stay Informed:

- Receive and monitor weather alerts from the National Weather Service (NWS)
<https://www.weather.gov/wrn/wea>

Prepare in 3 Smart Steps

Flood preparedness is about minimizing damage and getting back to business quickly. These actions are practical, affordable, and scalable.

Step 1: Assess and Adapt Your Facility

- Check FEMA flood maps and local floodplain data to see if your location is at risk.
- Elevate key utilities like electrical panels, water heaters, and IT servers above expected flood levels.
- Install flood barriers or sandbags at entry points; seal foundation cracks.
- Use flood-resistant materials on lower floors or in areas prone to water damage.

Step 2: Protect Critical Operations

- Digitize insurance, payroll, leases, and customer files; store copies in the cloud and offsite.
- Develop a continuity plan with evacuation, communication, and reopening steps.
- Keep an updated emergency contact list for staff, vendors, and clients.
- Stock business emergency supplies like sump pump, batteries, water sensors, extension cords, and flashlights.

Step 3: Plan for Recovery

- Take regular photos or videos of inventory and equipment to support insurance claims.
- Review insurance annually. Most standard policies do not cover flood damage.
- Develop agreements with alternate vendors or backup locations.
- After a flood, hire qualified professionals for water damage restoration and mold inspection.

Human and Technology Threats to Businesses:

- **Cyberattacks and data breaches:** Phishing, ransomware, and system hacks that compromise customer data and disrupt operations.
- **Utility failures:** Power, water, or telecom outages caused by equipment damage, planned shutoffs, or cascading grid failures.
- **Workplace violence or active threats:** Incidents involving disgruntled individuals or targeted violence at the workplace.
- **Vandalism and theft:** Storefront damage, graffiti, or property loss, often during high-crime periods or unrests.
- **Civil unrest and demonstrations:** Disruptions near protests, public events, or civic conflicts that interrupt normal business activity.

FACT

In 2023, over

40%
of small

businesses in the U.S.
experienced a cyberattack.
The average cost of recovery:

\$8,300



Prepare in 3 Smart Steps

Step 1: Secure Your Systems and Space

- Control access points: lock doors, restrict entry, and monitor with cameras.
- Strengthen cybersecurity: install firewalls, antivirus, and endpoint protection.
- Safeguard Point of Sale (POS) systems with encrypted or tokenized processors.
- Improve exterior lighting and visibility to deter break-ins or vandalism.
- Store backup systems securely offsite or in the cloud.

Step 2: Empower Your People

- Train staff in cybersecurity best practices and phishing awareness.
- Provide active threat response training (e.g., Run–Hide–Fight).
- Develop a clear crisis communication plan so employees know who to contact.
- Encourage immediate reporting of suspicious activity or social tensions that could escalate.
- Promote a culture of calm, safety, and readiness during civil unrest or high-stress events.

Step 3: Plan for Continuity and Response

- Back up critical data daily and test recovery systems regularly.
- Review insurance coverage for cyber events, theft, vandalism, and business interruption.
- Build partnerships with IT specialists, security firms, and employee support services.
- Revisit and update your plan annually or after major incidents or technology changes.



Resources

General Resources

- AC Alert: ACAlert.org
- [Cal OES MyHazards Tool](#)
- Cities' Chamber of Commerce

Earthquake Risk

- Ready.gov Earthquake page with preparedness and mitigation info: <https://www.ready.gov/earthquakes>
- FEMA “QuakeSmart Toolkit for Businesses”: <https://www.fema.gov/emergency-managers/risk-management/earthquake>

Wildfire Risk

- Alameda County Fire Department: www.acgov.org/fire
- Cal Fire’s “Ready, Set, Go” guide for businesses: <https://www.readyforwildfire.org/>
- Ready.gov Wildfires: <https://www.ready.gov/wildfires>

Flood Risk

- Alameda County Public Works – Flood Control: www.acpwa.org
- FEMA Flood Map Service Center (to check flood zones): <https://msc.fema.gov/portal/home>
- Ready.gov Floods: <https://www.ready.gov/floods>
- Water Agency Flood Preparedness: link.edgepilot.com/s/1a70a8ed/iQm-whY8ak_z7I7wgbHJpQ?u=https://www.zone7waterca.gov/preparedness

Inclement Weather

- NWS Enterprise Resources: <https://www.weather.gov/enterprise/>

Human and Technological Hazards

- Department of Homeland Security Cybersecurity Resources: <https://www.cisa.gov/>
- Ready.gov Power Outages: <https://www.ready.gov/power-outages>



WHY EVERY BUSINESS NEEDS AN EMERGENCY PLAN

Disasters strike fast. The question isn't if - it's when. Without a plan, your business risks: downtime, lost revenue and even permanent closure.

WITH A PLAN YOU CAN

- Protect employees and customers.
- Keep operations running during disruptions.
- Reduce financial losses.
- Communicate clearly in a crisis.
- Reopen and recover faster.



What Should Your Emergency Plan include?

Plan for Continuity

Helpful Resources:

CalOSBA – Outsmart Disaster:

<https://outsmartdisaster.calosba.ca.gov/>



Preparedness for Small Businesses

Outsmart Disaster is your preparedness partner. We guide you step by step through creating a Resiliency Roadmap so you can plan during the calm and bounce back when things get tough. We also provide business preparedness tips and recovery resources.

Together, we can be ready for any interruptions.

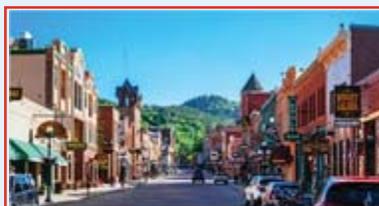
Prepare

Recover

CalOSBA Disaster Resources for Small Businesses:

<https://www.caloes.ca.gov/wp-content/uploads/2023/09/Business-Resources-Before-and-After-a-Disaster-Tagging-Complete-2.pdf>

U.S. Chamber Foundation - Resilience in a Box:

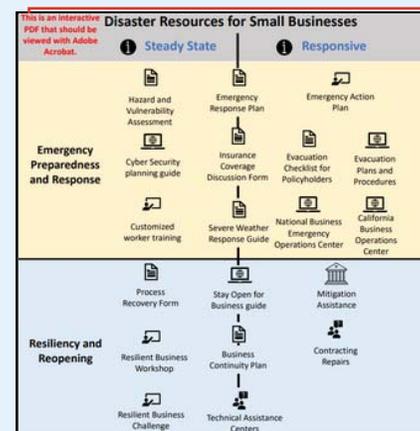


Resilience in a Box

Developed in partnership with The UPS Foundation, Resilience in a Box is based on best practices and designed to educate business leaders on disaster preparedness and business resilience.

www.uschamberfoundation.org

<https://www.uschamberfoundation.org/solutions/disaster-response-and-resiliency/resilience-in-a-box>



Plan for Continuity (Cont.)

Helpful Resources:

Ready Business: Business Continuity Plan

<https://www.ready.gov/sites/default/files/2020-03/business-continuity-plan.pdf>

Ready Business. Business Continuity Plan

Company Name _____
Address _____

Telephone _____
Last Revision Date _____

Program Administration
Define the scope, objectives, and assumptions of the business continuity plan.

Business Continuity Organization
Define the roles and responsibilities for team members.
Identify the lines of authority, succession of management, and delegation of authority.
Address interaction with external organizations including contractors and vendors.

Figure 1. Example Business Continuity Team Organization Chart

<http://www.ready.gov/business>

Actions:

- Identify your core services and what each needs to stay operational (people, equipment, space, vendors).
- Protect records: digitize insurance, payroll, leases, and customer files; store securely offsite or in the cloud.
- Maintain updated contact lists for staff, vendors, and clients.

Function	Resources Needed	Recovery Timeline	Person Responsible
<i>e.g. Payroll</i>	Payroll software, cloud access	1 day	Maria Lopez

Build Your Emergency Contact List

Helpful Resources:

Actions:

- List staff, utilities, vendors, property management, IT, and insurance.
- Add at least one out-of-area contact in case local service is down.
- Store copies digitally (with cloud backup) and in printed form.

**Ready Business
Crisis Communications Plans**
<https://www.ready.gov/business/emergency-plans/crisis-communications-plans>

Crisis Communications Plans

English Español

Identifying Audiences Contact Information Working with the Media

Message Development Contact and Information Centers

The need to communicate is immediate when an emergency occurs. Many different audiences must be reached with information specific to their interests and needs.

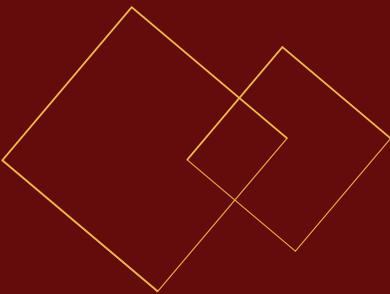
The crisis communications plan is an important component of a business' preparedness program. A business must be able to respond promptly, accurately and confidently during an emergency in the hours and days that follow.

Identifying Audiences and How to Reach Them

There are many potential audiences that will want information during and following an incident; each has its own needs for information. The challenge is to identify potential audiences, determine their need for information and then identify who within the business is best able to communicate with that audience.

Possible audiences include:

- Employees
- Customers
- Suppliers
- Management
- Government officials and regulators



Contact Type	Name	Phone	Email	Notes
Vendor - HVAC	Bay Heating Co.	(510) 555-1023	bayhvac@email.com	24/7 Emergency Line

Maintain Emergency Supplies

Helpful Resources:

1 | Prepare For a Ready Business Workshop

Follow these steps to prepare for a Ready Business Workshop.

Identify a Workshop Planning Team Leader: _____

Record the date of the first Planning Team Meeting: _____

TASK	TASK	INFORMATION AND CONSIDERATIONS	ASSIGNED TO	
Four Months in Advance				
Identify, Recruit and Build a Team for Workshop Planning	One Month	<ul style="list-style-type: none"> Partners should include FEMA Regional Public Information Officers (PIOs) and private-sector liaison, state and local emergency management officer or hazard mitigation officer, and area chamber of commerce representatives. Important to secure upfront commitments from partners to actively promote the workshop through eBlasts, newsletter articles, organizational calendars, and/or social media. 		
Three Months in Advance				
Convene Initial Meeting of the Planning Team	Ongoing	Schedule these meetings to occur every two weeks from this point until the workshop.		
Determine Workshop Date	Two Weeks	Cross-reference date against known conferences/workshops, holidays, and/or anniversaries of significant events.		
Develop a Budget	Two Weeks	<ul style="list-style-type: none"> Consider the expense of the venue, bear in mind potential public venues like universities and libraries that may be free of cost. Consider the expense of stipends for subject matter experts to present. Consider lunch and break expenses (this could be done through a private partner contribution as well). Consider the expense of audio/visual needs. Consider the expense of parking fees for participants. 		

Ready Business: Prepare for a Business Workshop:
https://www.ready.gov/sites/default/files/2020-04/ready_business_how-to-guide.pdf

What to stock:

- First aid kits.
- N95 masks and flashlights.
- Portable chargers and radios.
- Emergency water and snacks.
- Fire extinguishers.
- Copies of key documents.

Do you have a generator for when a PSPS event takes place?

Secure Critical Business Records

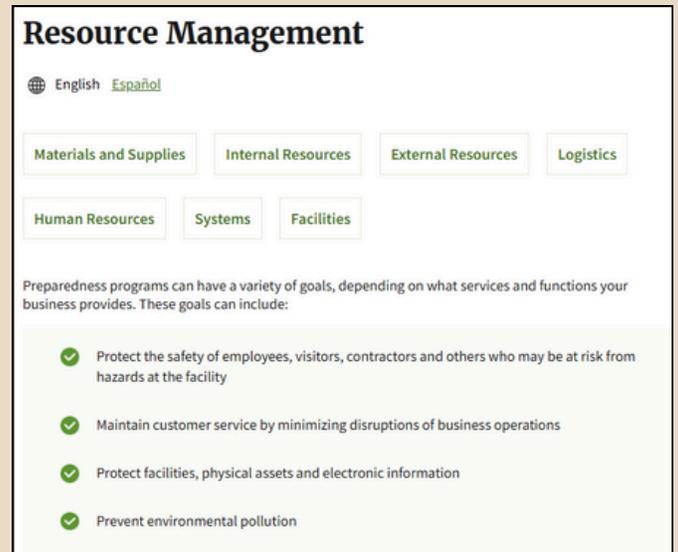
What to secure:

- Insurance policies.
- Tax and payroll records.
- Lease and vendor contracts.
- Client and inventory records.

Storage Options:

- Cloud-based backup with secure access.
- Encrypted external hard drives.
- Printed binders stored safely off-site.

Helpful Resources:



Resource Management

English Español

Materials and Supplies Internal Resources External Resources Logistics

Human Resources Systems Facilities

Preparedness programs can have a variety of goals, depending on what services and functions your business provides. These goals can include:

- ✓ Protect the safety of employees, visitors, contractors and others who may be at risk from hazards at the facility
- ✓ Maintain customer service by minimizing disruptions of business operations
- ✓ Protect facilities, physical assets and electronic information
- ✓ Prevent environmental pollution

Ready Business Resource Management

<https://www.ready.gov/business/resources/resource-management>



California Department of Insurance

RICARDO LARA
Insurance Commissioner

File a Complaint Consumers

Consumers / Types of Insurance / Information Guides / Business

Commercial Insurance Guide
(Form 700 Revised June 14, 2024)

California Department of Insurance: Commercial Insurance Guide

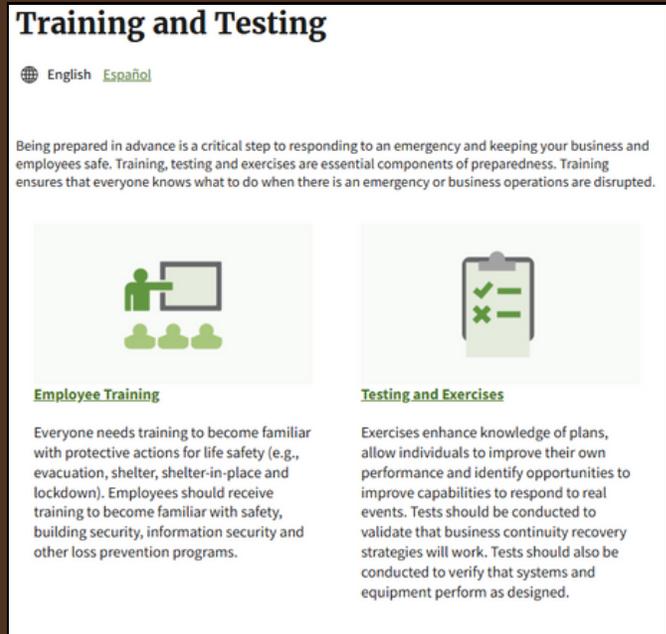
<https://www.insurance.ca.gov/01-consumers/105-type/95-guides/09-comm/commercialguide.cfm>

Train Your Team Regularly

Helpful Resources:



The screenshot shows the top of a webpage from the State of California Department of Industrial Relations (DIR). The logo includes 'DIR EST. 1927' and 'State of California Department of Industrial Relations'. Navigation links include 'Labor Law', 'Safety & Health', and 'Workers' Comp'. The main heading is 'Cal/OSHA Safety & Health Training and Instruction Requirements'. Below the heading, there is introductory text and a URL: <http://www.dir.ca.gov/san>



The screenshot shows a page titled 'Training and Testing' with a language selector for 'English' and 'Español'. The text states: 'Being prepared in advance is a critical step to responding to an emergency and keeping your business and employees safe. Training, testing and exercises are essential components of preparedness. Training ensures that everyone knows what to do when there is an emergency or business operations are disrupted.' There are two icons: one for 'Employee Training' showing a person at a screen, and one for 'Testing and Exercises' showing a clipboard with a checkmark and an 'X'. Below each icon is a short paragraph explaining the importance of training and testing.

**Cal/OSHA
Safety and Health Training
and Instruction
Requirements**
https://www.dir.ca.gov/dosh/dosh_publications/trainingreq.htm

**Ready Business
Training and Testing
Resources**
https://www.ready.gov/sites/default/files/2020-04/ready_business_how-to-guide.pdf

Topics to Cover:

- Evacuation routes and shelter-in-place procedures.
- Earthquake response (Drop, Cover, and Hold On).
- Active threat response (Run–Hide–Fight).
- Cybersecurity basics (phishing awareness, password security).

Train Your Team Regularly (Cont.)

Helpful Resources:

Great ShakeOut Earthquake Drills Annual International Earthquake drill

<https://www.shakeout.org/>



Join Us
for the
World's Largest
Earthquake Drill.

Shake Out

www.shakeout.org

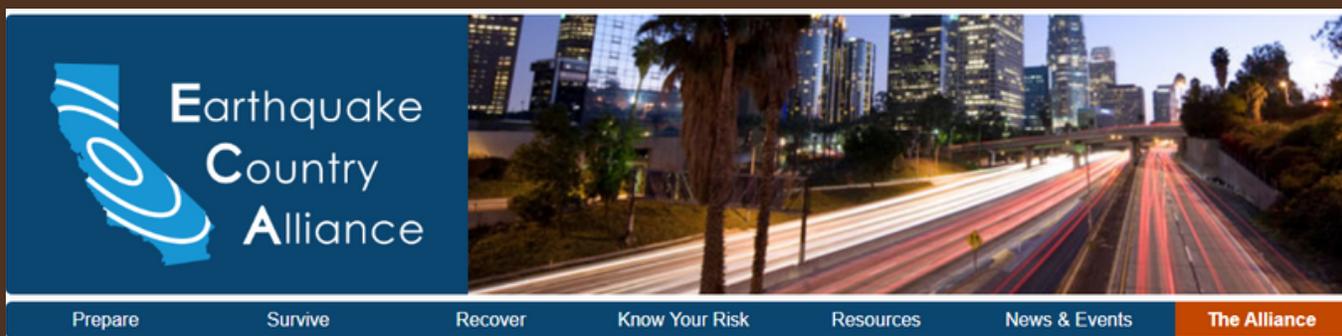
Great ShakeOut Earthquake Drills

Great ShakeOut Earthquake Drills help people in homes, schools, and organizations worldwide improve preparedness and practice how to be safe...

 shakeout.org

Earthquake Country Alliance Bay Area Grassroot Partnership of Earthquake Professionals

<https://www.earthquakecountry.org/bayarea/>



 **Earthquake
Country
Alliance**



Prepare Survive Recover Know Your Risk Resources News & Events **The Alliance**

Train Your Team Regularly (Cont.)

Helpful Resources:

ACGOV.org : Earthquakes

<https://www.acgov.org/ready/quake.htm>



Earthquakes

The United States Geological Survey reports that there is a 46% chance of a 7.5 or larger earthquake in California in the next 30 years. Luckily, you will have a 100% chance of being ready after following the instructions in this section.

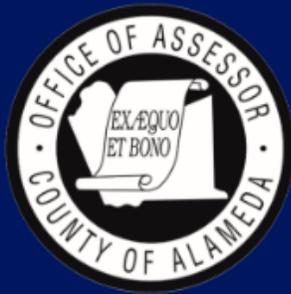
When the earth begins to shake, you will need to look out for collapsing walls, flying objects, and getting trapped. Earthquakes also tend to cause fires, landslides, floods, and tsunamis, so you should check those pages as well.

The Alameda County Sheriff's Office provides information on earthquake preparedness in a printer-friendly format:



Plan for Recovery

Helpful Resources:



ALAMEDA COUNTY ASSESSOR'S OFFICE

Disaster Relief

If a sudden and major calamity such as fire or flooding damages or destroys your property, you may be eligible for property tax relief. In such cases, the Assessor's Office will immediately reappraise the property to reflect its damaged condition. In addition, when you rebuild it in a like or similar manner, the property will retain its previous value for tax purposes.

To qualify for property tax relief, you must file a calamity claim with the Assessor's Office within twelve (12) months from the date the property was damaged or destroyed. In addition, the loss must exceed \$10,000. For more information, call (510) 272-3787 or click [here](#) for an **Application for Reassessment of Damaged or Destroyed Property**.

Additional information and answers to frequently asked questions about disaster relief can be obtained by going to the State Board of Equalization website at http://www.boe.ca.gov/proptaxes/disaster-relief.htm#FAQs_disaster.htm.

**Alameda County Assessor's Office
Reassessment, Property Tax Relief Processes**
<https://www.acassessor.org/homeowners/decrease-your-assessment/disaster-relief/>

Plan for Recovery (Cont.)

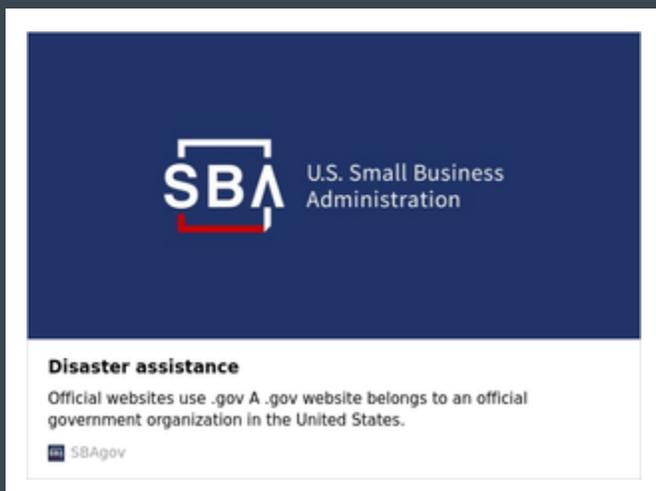
Helpful Resources:



What Is The California Office of the Small Business Advocate (CalOSBA)?

The California Office of the Small Business Advocate (CalOSBA) supports economic growth by providing resources and support to the state's 4.1 million small businesses, including non-profits and startups. Our mission is to help all California small business-owners find and navigate resources, programs and regulations so they can start, manage, grow, become more resilient, and thrive. By ensuring equitable access to capital, markets and networks, we aim to help Democratize Access to Capital, Diversify the Innovation Economy and Drive Economic Mobility through Entrepreneurship.

California Office of the Small Business Advocate (CalOSBA)
Disaster assistance
<https://calosba.ca.gov/>



SBA U.S. Small Business Administration

Disaster assistance

Official websites use .gov A .gov website belongs to an official government organization in the United States.

[SBA.gov](https://www.sba.gov)

Small Business Administration (SBA)
Disaster assistance
<https://www.sba.gov/funding-programs/disaster-assistance>

FINAL THOUGHTS

STAY READY, STAY RESILIENT

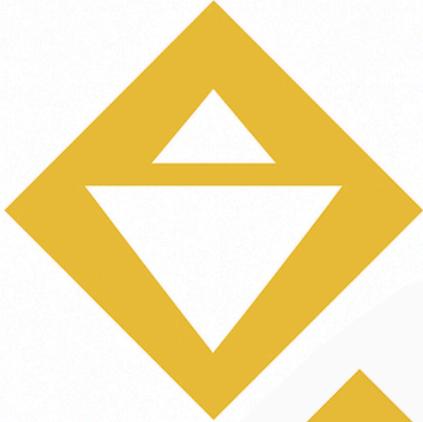
Emergency preparedness isn't a one-time task; it's an ongoing investment in your business's future. By taking the time to build a clear, actionable emergency plan, you've taken a major step toward protecting your employees, your operations, and your bottom line.

A well-prepared business can respond faster, adapt more easily, and recover more successfully from any disruption, whether it's a natural disaster, cyberattack, power outage, or public health emergency.

Keep in mind:

- Update your plan annually or whenever your business changes.
- Practice it: regular training and drills make all the difference in a real emergency.
- Share it: make sure your team knows what to do and where to find key resources.

Prepared businesses are essential to a strong, resilient Alameda County. When your business is ready, you help your community recover faster too.



GLOSSARY

AC Alert

Alameda County's emergency notification system for sending alerts and warnings to residents and businesses during an emergency.

Air Quality Index (AQI)

A measure used to communicate how polluted the air currently is or how polluted it is forecast to become.

Atmospheric River

A large, narrow band of moisture in the atmosphere that can produce heavy rainfall and flooding when it reaches land.

Backup Generator

A power supply that automatically or manually provides electricity when the main power source fails.

Business Continuity Plan (BCP)

A documented strategy outlining how a business will continue to operate during and after an emergency.

Cyberattack

An attempt by hackers to damage or destroy a computer network, steal data, or disrupt operations.

Drop, Cover, and Hold On

Recommended safety action during an earthquake: drop to the ground, take cover under sturdy furniture, and hold on until shaking stops.

Evacuation Plan

A plan that outlines how occupants will safely leave a building or area during an emergency.

FEMA (Federal Emergency Management Agency)

The U.S. agency responsible for coordinating federal disaster response and assisting state and local governments.

Hazardous Materials (HAZMAT)

Substances that are flammable, toxic, corrosive, or otherwise harmful to people and the environment.

HVAC (Heating, Ventilation, and Air Conditioning)

Systems used for indoor climate control in buildings.

Incident Response Plan (IRP)

A set of procedures a business follows to respond to cybersecurity, safety, or operational incidents.

Mutual Aid

An agreement between organizations to assist each other during emergencies by sharing resources, personnel, or facilities.

NOAA (National Oceanic and Atmospheric Administration)

A U.S. agency that provides weather, climate, and oceanic information, including emergency warnings.

GLOSSARY

N95 Mask

A respirator mask that filters at least 95% of airborne particles, commonly used to protect against smoke, dust, and pathogens.

Public Safety Power Shutoff (PSPS)

A planned power outage by utility companies during high wildfire risk conditions to prevent fires.

Run, Hide, Fight

Guidance for how to respond to an active shooter: run if possible, hide if you can't run, and fight as a last resort.

Seismic Shut-Off Valve

A device that automatically turns off gas flow in a building during an earthquake to prevent fires.

Shelter-in-Place

Staying indoors and taking precautions to stay safe during an emergency when it's unsafe to evacuate.

Supply Chain Disruption

An interruption in the flow of goods, services, or materials needed for business operations, often caused by disasters.

USGS (United States Geological Survey)

A U.S. agency that studies earthquakes, volcanoes, and other geological hazards and provides scientific information.



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