

BUSINESS RE-ENTRY

Emergency management officials will determine when conditions are safe enough for businesses and residents to return to the Parish / City.

The re-entry plan allows authorized emergency responders (police, fire, EMS, military) access in the disaster area to deal with the situation.

Re-entry will be accomplished in phases, authorized /announced by “tiers”. The Parish will pre-designate qualifying businesses / agencies in each tier. This permits restoration of essential services prior to repopulation.

Tier 1. Allows for re-entry of major utility companies, pre-designated government contractors, suppliers of emergency relief goods and equipment and others necessary for the restoration of critical infrastructure and the support of emergency response efforts.

Tier 2. Allows for the re-entry of humanitarian relief agencies and small disaster response teams of large businesses essential to the economy of Jefferson Parish / Kenner as well as those with unique circumstances such as fragile inventory or hazardous materials.

Tier 3. The final stage before residents return. Includes businesses that are essential to the imminent return of residents and to the economic vitality of Jefferson Parish / Kenner

Businesses in Kenner should apply in advance of the storm season for their Parish re-entry passes at:
www.JumpStartJefferson.com.

MAYOR MICHAEL GLASER and his staff work year-round in close cooperation with federal, state and parish emergency management officials and business groups to ensure that the City of Kenner has adequate plans, resources and capabilities to respond to and recover from disasters. Business operators are encouraged to develop disaster and continuity plans to ensure their assets and employees are protected and businesses can resume operations following a disaster. Kenner’s businesses are important to our community’s ability to recover quickly from a disaster.

- ✓ **Stay Informed**
- ✓ **Have a Business Disaster Plan**
- ✓ **Partner with other Businesses, Professional Groups & Local Officials**

City of Kenner

Michael Glaser
Mayor

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(504) 468-7200



FOR FURTHER INFORMATION, CONTACT:

Emergency Management Dept.
1610 Rev. Richard Wilson Drive
Kenner, LA 70062
(504) 471-2100
<http://www.kenner.la.us>
oem@kenner.la.us

BUSINESS DISASTER PLANNING

City of Kenner

Jefferson Parish, Louisiana



**COMMUNITY ALERT
SYSTEM**

**DEVELOPING BUSINESS
DISASTER PLANS**

BUSINESS RE-ENTRY



STAY INFORMED

JP ALERT - Jefferson Parish Community Alert System

JP ALERT is a Parish-wide alert notification system that allows officials to immediately contact you during a major crisis or emergency and can deliver important emergency alerts, notifications and updates to you and your employees on all your devices:

- Email account (work, home, other)
- Cell phone
- Pager
- Smartphone and other handheld devices

Here are examples of when **JP ALERT** may be used:

- Life-threatening weather
- Highly disruptive road shutdowns
- Evacuation or Shelter-in-Place information
- Boil water notices
- Information about emergency shelters
- Other emergency information

JP ALERT is your connection to real-time updates with the Parish of Jefferson.

JP ALERT is a free service; however, your wireless carrier may charge you a fee to receive messages on your device.

Kenner residents & business operators can register today for JP ALERT at: <http://jpalert.com>

For more information or assistance signing-up for this program, contact JEFFERSON PARISH EMERGENCY MANAGEMENT at (504)349-5360

PREPARE YOUR BUSINESS

Business Disaster & Continuity Planning

Disaster planning is important for businesses big and small. A business's ability recover following a disaster will depend in large part on advanced planning.

- **Business Disaster and Continuity planning** should consider all hazards (man-made & natural).
- **Develop shelter-in-place and evacuation plans** for each facility you operate.
- Assess **how your company functions** to determine which staff, materials, procedures and equipment are absolutely necessary to keep the business operating.
- Identify **operations and processes critical to your business survival** and recovery.
- Include **emergency payroll, expedited financial decision-making and accounting systems** to track and document costs in the event of a disaster.
- Establish procedures for **succession of management**. Include at least one person who is not at the company headquarters, if applicable. Equip an off-site office for activation if needed.
- Identify your **suppliers, shippers, resources and other businesses** you must interact with on a daily basis.

Consider partnering with others on continuity planning. Contact the Louisiana Business Emergency Operations Center for more info: <http://www.labeoc.org>

- Develop **professional relationships** with **more than one vendor** to use in case your primary contractor cannot service your needs. A disaster that shuts down a key supplier can be devastating to your business.
- **Create a contact list** of essential business contractors and others you plan to use in an emergency. Keep this list with other important documents in your **emergency supply kit** and at an off-site location.
- **Keep in contact with your clients.** Consider use of an online notification system. [see www.JumpStartJefferson.com.]
- You should **plan in advance** for **what you will do if your equipment is damaged or your building, plant or store is not accessible**. This type of planning is often referred to as a **continuity of operations plan** (COOP).
 - Consider if you can run the business from a different location or from your home.
 - Develop relationships with other companies to use their facilities in case a disaster makes your location unusable.
- **Include co-workers from all levels in planning.** Focus on those with expertise vital to daily business functions.
- Define **crisis management procedures** and **individual responsibilities** in advance. Make sure those involved know what they are supposed to do. Train others in case you need back-up help.
- **Review your disaster plans annually.**

**For more detailed info on Business Disaster & Continuity Planning, see: <https://www.ready.gov/business-continuity-planning-suite>
Business | Ready.gov
<http://www.iedco.org/>**