**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.

**MAYOR E. “BEN” ZAHN, III, 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

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**City of Kenner**

**E. “Ben” Zahn, III**

**Mayor**

1801 Williams Blvd.
Kenner, LA 70062
(504) 468-7200

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**Businesses in Kenner should apply in advance of the storm season for their Parish re-entry passes at:**


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**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
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.

- 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: http://www.ready.gov/business/plan/index.html

http://www.jedco.org/