



Asset**WORKS**

# QUICK GUIDE

Weathering the Storm: How You Can  
Prepare your Fleet for Emergencies

# Weathering the Storm: How You Can Prepare your Fleets for Emergencies

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For any fleet professional, there are a plethora of possible emergencies that could happen at any given moment, from natural disasters to a lock-down situation. Having an emergency plan is essential to your fleet's long-term success.

**In this guide, you'll learn how to develop your fleet's emergency plan, from assessing your vulnerabilities to preparing your staff.**



# Proactive Preparation

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If you know a storm or other natural disaster is coming, there's no excuse to be under-prepared. Here's what you should be keeping track of if you know there's a storm or other natural disaster headed your fleet's way:

- **What is the storm's progress?** Check weather reports and updates often so you know when it will affect your region.
- **What are your inventory levels?** Restock essential assets that are running low before a disaster strikes.
- **What are your fuel levels?** Fill or top off any fuel tanks or vehicles before any storm hits.
- **Where are your generators?** If your organization has backup generators, make sure they're in working order before a known emergency.
- **How will you handle equipment you don't stock?** You may not have enough emergency generators and equipment. Have a plan in advance by setting up reciprocal sharing agreements with neighboring municipalities or pre-negotiated rental rates with local companies,



# Fuel

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Often the primary role of the fleet department in an emergency is to keep emergency responders in the field helping people, which means their vehicles must be fueled and in good repair. While your current fueling schedule works well during normal circumstances, it could backfire during an emergency. Check out these 4 quick tips for emergency fuel preparedness:

- **Have you contacted your main fuel provider about your emergency plan for fuel?** This plan should involve fuel demand forecasting, pre-planning with local or state emergency agencies and commitments for stand-by fuel supplies.
  - **How long will your fuel reserves last?** An emergency fuel supply should be able to last at least 72 hours. According to FEMA, 72 hours is their average response time during emergencies.
  - **Which area of your organization needs fuel first?** Create a priority list for receiving emergency fuel deliveries so your most essential vehicles can do their jobs faster.
  - **Is your fuel storage safe?** Purchase water-tight seal caps for your fuel tanks and vehicles in case of flooding or other water damage.
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# Communication

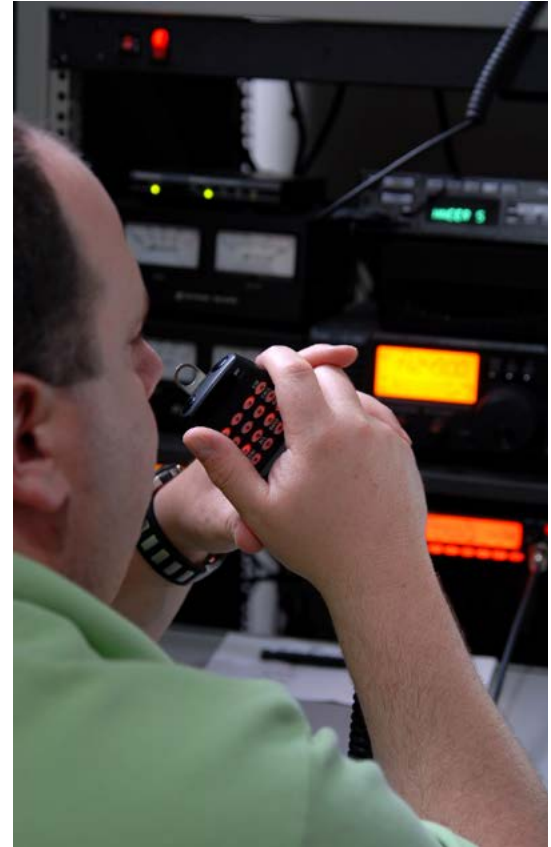
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Knowing who to call before, during or after an emergency is key to your fleet's success. Contacting fuel providers, insurance representatives, agencies dealing with emergency management, like FEMA, or local law enforcement is recommended for any fleet facing an emergency situation.

- **How will you reach key personnel?** Keep an updated list of contacts to connect with in case a disaster occurs. In the middle of an emergency, you don't want to be scrambling to find the right number.
- **What if your normal communication channels aren't available?** Make sure your contact information has backups. If landlines suddenly become unavailable due to power outages, it's vital to have the cell numbers of your essential emergency contacts.



People might be wary to give out their personal contact information. When asking for these numbers, promise to only use them during emergencies and keep that promise.



# Putting your Plan into Action

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While your vehicles and assets are important, your employees' safety is also vital. Include the emergency plan in training sessions for new employees and at regular intervals for experienced staff.



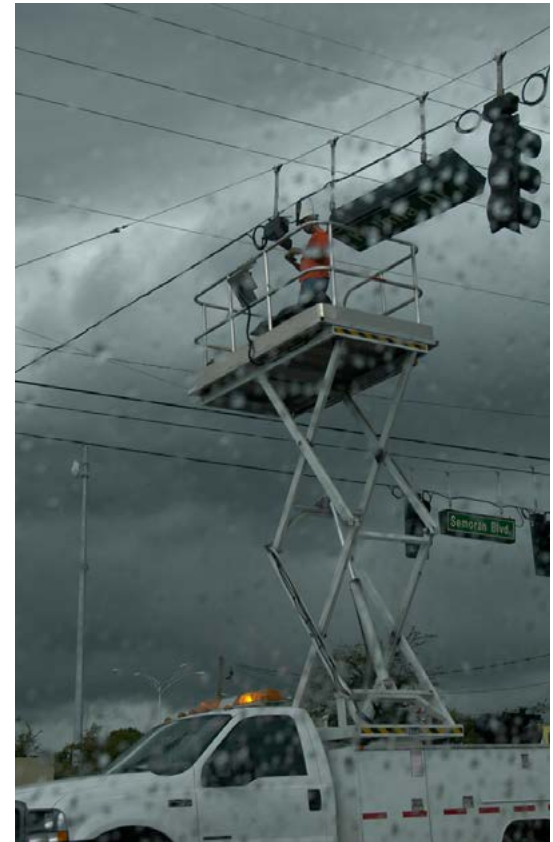
Make safety training opportunities for your staff, like CPR, search and rescue, and basic first aid, more available.

No matter how much you plan and prepare, the only way to truly test your emergency plan is to experience an emergency. When it comes to your worst-case scenario, you want to be sure that you have prepared in advance.

After an emergency, you should review your processes with your organization. Which areas of your emergency plan weren't effective? Which were?

Don't let your emergency plan collect dust. Keep going back to review your plan to ensure the safety and efficiency of your fleet during a crisis.

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## AssetWorks EAM Asset Management Software



Public organizations are often the first groups involved in an emergency. This can be challenging for everyone involved. Leveraging the technology you use daily, can help make those emergency situations a little bit easier.

AssetWorks EAM handles day-to-day tasks like work order management and real-time labor tracking for preventive maintenance of assets. The system can also manage inspection recording and future planning—such as complete life-cycle analysis and capital budgeting. Assets can be viewed on a real-time map and information is processed and analyzed using a combination of dashboards and powerful reports. AssetWorks EAM offers robust functionality to help agencies perform Asset Management work in the most efficient and cost-effective manner possible.

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