



Homeland Security Advisory System Recommended Actions* BUSINESSES

Red (Severe)

- Complete recommended actions at lower levels
- Listen to radio/TV for current information/instructions
- Be alert to suspicious activity and report it to proper authorities immediately
- Determine need to close business based on circumstances and in accordance with your written emergency plan
- Communicate business status with employees and business partners
- Be prepared to work with limited workforce at dispersed locations
- Adhere to any travel restrictions announced

Orange (High)

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Review emergency plan to include continuity of operations
- Designate public/employee information contact and provide as up to date information as available
- Be prepared to address employee concerns about workplace safety and security
- Determine security needs to restrict access to business or curtail access to critical portions of business
- Contact key business partners to confirm their emergency response plan procedures
- If a need is announced, consider allowing employees to donate blood at designated blood collection centers

Yellow (Elevated)

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Consider contacting a private security firm to conduct a security risk assessment and determine availability of support/reinforcement
- Stay up to date on current events that relate to homeland security issues and discuss with key business staff
- Determine security readiness and disaster preparedness plans of key business partners to your organization

Blue (Guarded)

- Complete recommended actions at lower levels
- Be alert to suspicious activity and report it to proper authorities
- Develop a dialogue with business and community leaders, government agencies, professional and community organizations, and utilities about disaster preparedness issues
- Maintain standard operating guidelines for handling suspicious parcels and letters
- Maintain up to date Material Safety Data Sheets (MSDS) for handling workplace hazardous materials
- Ensure emergency communications plan is updated to include purchase of needed equipment

Green (Low)

- Encourage or sponsor employees to take CPR/AED and first aid courses
- Develop written emergency plans to address all potential hazards. Train all employees on implementation of the emergency plan. Include an emergency communication plan to notify employees of activities. (The [American Red Cross](#) has numerous resources to assist you in developing such plans.)
- Designate an off-site “report to” location in case of evacuation
- Develop continuity of operations plan to include designating alternate work facility/location for business
- Prepare information technology systems for cyber-attacks as part of normal business practices

*The information contained in this document has been gathered from various sources concerning homeland security and is believed to be timely. However, information on homeland security issues changes hourly. As a result, this information should not be used as the sole source for information concerning homeland security issues but only as a brief overview.