

Contact ATF:

The local ATF office will also be making preparations and can provide assistance. ATF can be contacted via the 24-hour hotline:

1-800-800-3855

The following Websites contain information and guidance in business disaster preparedness:

www.atf.gov

ATF's Web site has information and downloadable forms for FFLs.

www.ready.gov

This Department of Homeland Security site contains information on emergency preparedness for families, children and businesses.

www.sba.gov/services/disasterassistance

The Small Business Administration site provides information on how to prepare for disasters and the SBA's disaster loan program.

www.ready.gov/business

This site offers free, step by step advice on how to create and maintain a comprehensive emergency management program for business.

www.redcross.org

This site offers free materials regarding disaster planning and recovery.



www.noaa.gov

The National Oceanographic and Atmospheric Administration site contains a link to active weather alerts across the U.S.

www.disastersafety.org and www.nfib.com

The Insurance Institute for Business and Home Safety and the National Federation of Independent Business sites offer a variety of tools designed for small business owners to reduce potential loss and to reopen quickly.

www.usa.gov/disasters-and-emergencies

This General Services Administration site contains an enormous amount of information about the U.S. Government and its programs including this link to Public Safety and Law Enforcement resources who respond to disasters.

State government home pages. These sites usually consist of the state's name followed by "gov." Many of these sites contain links to emergency management agencies, public safety departments, and small business offices.

Notice: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or Department policies.

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For more information about ATF visit:
www.atf.gov



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Office of Enforcement Programs and Services



ATF

Disaster Preparedness for Federal Firearms Licensees



What is Disaster Preparedness for a Federal Firearms Licensee (FFL)?

Disaster preparedness is the process that an FFL takes to prepare for, minimize the effects of, and recover from an event that causes any disruption to its business.

What Constitutes a Disaster?

Disasters are generally considered natural events such as a flood, hurricane, tornado, wildfire, earthquake, and severe storm (i.e. ice storm). However, devastating business disruptions can also be caused by power outages, computer system failure, explosions, chemical spills, civil disturbance, structural fire, and criminal acts.

Why Establish a Disaster Preparedness Plan?

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) recommends that all FFLs prepare a Disaster Preparedness Plan. FFLs have a two-fold interest in having a plan in place: the need to safeguard their business to facilitate a quick recovery and the need to protect the public from the risk of theft/loss of firearms and ammunition.

Having a Disaster Preparedness Plan is the best way for FFLs to anticipate, prepare for, mitigate the effect of, and recover from a business disruption. Events such as hurricanes Katrina and Rita have proved that businesses can be struck by real threats to both business and to life.

Having a plan can prevent unnecessary loss of life and ensure that a business can recover. A thorough plan, based on a worst-case scenario, can also serve to address non-catastrophic, minor disruptions to business.

Sample Disaster Plan Checklist:

The following sample five part checklist is recommended to assist in reviewing existing disaster preparedness and ability to respond and recover:

- RECORDS: Create and maintain a current set of records that includes insurance policies, suppliers and contact lists, and computer records backup. Store these in fire and water proof locations. Keep current copies of important records off-site. If a disaster is imminent, contact ATF Firearms Industry Programs Branch at (202) 648-7190 to seek approval to remove all business records to a safe location.
- EMPLOYEES: Maintain a list of all employees' phone numbers, and if warranted, create a phone tree for notifications. Establish a plan under which, in the event of disaster, employees know whom to call to report that they are safe.
- INVENTORY: Conduct an inventory and ensure that records are up to date. These will be vital to assisting law enforcement and establishing losses for insurance purposes.

Secure your inventory by utilizing safes, cable locks and other measures that can deter burglaries and looting. If a disaster is imminent, consider relocating inventory. FFLs are encouraged to inform ATF of the new firearms inventory location.

- INSURANCE: Review your policy annually. Most policies do not cover floods and other natural disasters. Consider enhancements to your policy for more complete coverage and reimbursement for business disruption in addition to physical losses.
- SECURITY: Review your alarm system and consider updating antiquated systems like VCR cameras. Consider having more than one security service evaluate your current system.

