

Committed to Excellence



Since January of 1996, the cornerstone of this administration has been an agency-wide commitment to excellence. The men and women who serve here are dedicated to maintaining the highest standards of

professionalism and excellence.

As testament to our commitment, on September 15, 2003, the Monmouth County Sheriff's Office earned the "Four Star" achievement for simultaneous accreditation of the law enforcement division, the correctional facility, correctional healthcare, and the 9-1-1 emergency dispatch center.

Clearly, we are raising the standard of law enforcement excellence in New Jersey, and gaining a very positive national reputation in the process.

The Monmouth County Sheriff's Office is committed to excellence in law enforcement, youth and senior safety. Our Office will continue to provide important safety recommendations so that our county remains a great place to live, work, and raise a family.

Shaun Golden,
Sheriff

Three Important Steps

Every business needs a plan of action in the event of an emergency.

Emergencies present unique challenges and evolve differently over time. There is no uniform response, but there are three concrete action steps that can minimize impact to your business:

1. PRE-PLANNING

The first important step is creating a plan of action:

- Map out and discuss with employees your exact location and most efficient escape routes.
- Post and review emergency phone numbers with all employees.
- Make sure your employees know where the emergency and first aid supplies are located.



2. PRACTICING

Once your emergency plan has been created and employees are familiar with it, practice it often. Know your plan and divide responsibilities between employees. Contact first responders (police and fire officials) to review and improve your plan.

3. RESPONDING

When the time comes to manage a crisis, three steps to remember are:

Communicate
Coordinate
Cooperate

Clear **communication** between employers, employees, and first responders is essential.

Coordinate actions and delegate responsibility with first responders and employees to understand the processes involved with containing the emergency and protecting all involved.



Always **cooperate** with first responders. They are highly skilled and trained for emergency situations.

Important Contacts

9-1-1 - Always available to help

U.S. Department of Homeland Security
www.ready.gov - 1-800-BE-READY

Federal Emergency Management Agency
www.fema.org - Region II: (212) 680-3600

Monmouth County Emergency Management
(732) 431-7911

Monmouth County Chambers of Commerce
Northern: (732) 291-7870
Eastern: (732) 741-0055
Western: (732) 462-3030

Emergency Planning for Your Business

In the face of difficult national challenges and the ongoing threat of terrorism, many local business owners are concerned about an uncertain future, and what each of us can do to be prepared.

Business owners should be prepared for all types of emergencies. Employees should understand the need for greater training to manage a crisis.

To start the process of emergency planning, employers and workers should ask themselves the following questions:

- Do I have an updated plan of action with local police/fire/emergency services?
- What types of emergencies can I prepare for?
- What can small businesses do to survive?
- What do employees need to know?
- Do I regularly communicate with local first responders?



Shaun Golden
Monmouth County Sheriff



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Monmouth County Sheriff's Office

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**Emergency
Planning
for Your
Business**

**First Sheriff's Office to hold and maintain
FOUR NATIONAL ACCREDITATIONS**