

# PROTECT YOUR BUSINESS

## STEPS TO DISASTER PREPAREDNESS

### PREPARE

#### Why your business needs a continuity plan:

There are two things every business should always have on hand: a stocked emergency supply kit and a complete and updated business continuity plan. Emergency supply kit checklists and suggestions can be found at [www.ready.gov/kit](http://www.ready.gov/kit) or in the hurricane guides published by coastal Florida Counties.

A disaster of any size could have a large impact on your business. Natural disasters, such as hurricanes, can result in your business closing for a period of time, impacts to electricity and internet service, insurance premium increases, and damage to your business facility, equipment, or inventory. Smaller emergencies, such as a gas leak or road closure, can result in a loss of customers or revenue, employees who are unable to access their work location, and delayed shipping and receiving schedules.

Taking the steps to build a business continuity plan, as well as encouraging your employees to create a family emergency plan, can reduce the financial and physical impact on your business. It is important to consider how a disaster could affect your employees, customers, and workplace.

### STEP 1

#### Put together a business continuity plan by answering these questions:

- How will you and your employees receive emergency alerts and warnings? What happens if you lose cell phone or internet service?
- What is the shelter plan and evacuation route for employees?
- What is your business communication plan? Do your employees have this information available (even if they lose cell phone or internet service)?
- Is your insurance information up-to-date? Do you have recent photos of your facility, inventory, and equipment?
- Have you budgeted for emergency supplies, loss of revenue, insurance deductibles, or IT disaster recovery?

### STEP 2

#### Consider the specific needs of your business:

- Would flooding impact your business? If so, do you have a plan to keep important documents, inventory, and technology safe from floodwater?
- Do you need employees to remain during an evacuation to secure your business? If so, is there a plan in place for this?
- If you lose electricity, do you have a plan for generator backup?
- How would you manage your business if nearby streets are closed?
- How would you continue to work if you were without cell phone or internet service for days or even weeks?

### STEP 3

#### Create an emergency plan and share it with your employees:

- Make sure the plan is available, even if cell phone or internet service is down.
- Contact your local Small Business Development Center to get additional business preparedness assistance or to help you create an emergency plan.
- Update your plan quarterly and ensure all new employees understand the plan.

