BUSINESS CONTINUITY

Business reopenings are a sign that the community and economy are beginning to recover. They also indicate people have begun returning to their pre-disaster routines.

Before disaster strikes your business, nothing is more important than having a plan to protect your employees and safeguard your assets to minimize disruptions. Over 25 percent of businesses do not reopen after disasters. Having an emergency disaster plan and a continuity of operations plan can reduce that risk and help the business recover faster. Below are tips to help businesses prepare for disasters large and small.

Please share this e-Bulletin with your family, friends and coworkers. Thanks!

GENERAL BUSINESS PREPAREDNESS TIPS

• Create a communications plan to keep in touch with customers, suppliers and employees. Provide employees with information on when, if and how to report to work after a disaster. Consider teleworking as an option.

• Check insurance policies to ensure you have enough damage coverage.

• Speak to an insurance agent about how to protect your business with flood insurance. Learn more at floodsmart.gov.

• Have an information technology recovery plan. Compile an inventory of computer hardware and back-up data.

• Keep copies of important records such as building plans, insurance policies, bank accounts and employee contact information and other priority documents in a waterproof container. Store a set of records at an off-site location.

• Develop a plan to help identify ways to protect facilities, physical assets and electronic information. Be sure to engage people with disabilities and access and functional needs in your emergency planning.

• Develop professional relationships with more than one company in case your primary contractor cannot service your needs.

• Identify and prepare for any support your employees, clients and communities may need.

• Connect with local officials on social media like Facebook and Twitter.

• Download the FEMA app at fema.gov/mobile-app to receive severe weather alerts and safety tips. Also, visit weather.gov for updated alerts from the National Weather Service.