



Top 10 Disaster Preparedness Tips for Small Businesses

1. **Assemble** a team to develop a business resiliency plan.
2. **Gather** critical documents and information you will need to make decisions.
3. **Identify and prioritize** critical operations and processes.
4. **Identify** hazards—what disruptions could affect your operations? Remember to take the Coronavirus challenges into consideration.
5. **Create** your plan and prepare a business-ready “Records-To-Go” box.
6. **Develop** a communications strategy and plan to use post disaster. Ensure that your plan includes current emergency contact lists for employees, vendors, suppliers, and other key people.
7. **Recruit** and train employees about the business resiliency and communication plans. Make sure they know it.
8. **Back up** and store critical records and data at an off-site location.
9. **Take action** to mitigate the potential impact on your equipment, buildings, facilities, inventory, and storage. A good plan includes provisions to relocate to a pre-identified site and a way to operate efficiently with a smaller staff of key individuals. Also, consider insurance options.
10. **Exercise**, test, and update your plan. Keep it current.

Know that you're not alone. The Florida SBDC Network is here to help your business prepare for and recover from a potential disaster.

Learn more about us and how we can help at  **FloridaSBDC.org**

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