



TECHNOLOGY EMS
 SHERIFF FIRE COASTGUARD
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 BUSINESS HOSPITAL
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EMERGENCY
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 TEXAS TECHNOLOGY
 EMS LOCAL
 FOOD HAZARD
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South-West Texas Border
**Small Business
 Development Center Network**
 The University of Texas at San Antonio



READY FOR ANYTHING

PLAN TO STAY IN BUSINESS

WOULD YOUR BUSINESS SURVIVE IF...

- The road to your business closes as result of construction or bad weather?
- A key supplier/customer goes out of business?
- A key employee gets sick for an extended period of time?

WHY PREPARE

From workplace disruptions to natural and man-made disasters, as a small business owner, you should be ready for anything.

Unexpected events can quickly interrupt your business putting you and your employees at risk. If you are not prepared, your business could shut down forever.

WHERE TO START

Developing a business continuity plan will protect your business by minimizing the impact of unplanned disruption and improve the likelihood that your business will survive and recover.

Through grants provided by the U.S. Small Business Administration, businesses impacted by local disasters can take advantage of prepaid business assistance in planning for recovery. All small businesses can benefit from the services of their local SBDC.

READY KIT

Every business should have a "Ready Kit" that includes important documents and supplies necessary for business to continue after a small or large interruption or disaster. Some suggested items include:

- Business Continuity Plan
 - Emergency contact list of employees and key customers/clients
 - List of suppliers and vendors
 - Insurance policies and agent information
 - Emergency Action Plan
- Inventory list and pictures
- Voice mail box number and remote password
- Back-up computer systems/data files
- Pictures of business interior and exterior
- Video or photos of company assets
- List of current values of all inventory and assets
- Camera to document damage
- Legal documents
- Current financials
- Last 3 years' tax returns
- Cash reserves
- Bank records including checking, savings, credit and debit cards, loans and letters of credit

Store your "Ready Kit" in a fire-resistant and waterproof box in a safe off site location and/or an online secure vault service.

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Vulnerability Analysis Chart

Hazard	Probability	Human Impact	Property Impact	Business Impact	Internal Resources	External Resources	Total
	High – Low 5 ↔ 1	High Impact 5 ← → 1 Low Impact			Weak Resources	5 ↔ 1 Strong Resources	
Hurricane	5	2	3	5	3	3	21
Power Outage	5	1	5	5	5	5	26
Wind Damage	3	1	2	2	1	1	10
Supply Shortage	5	3	2	5	5	5	25
Technology Loss	3	1	3	5	3	4	19

- When rating the Human, Property and Business Impacts, keep in mind your Mission Essential Functions.
- Hazards with higher scores require priority planning.

Building the Texas Economy One Business At a Time

SMALL BUSINESS
**EMERGENCY
PREPAREDNESS**

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