

Small Business Emergency Preparation

How Vulnerable is your Business?

While creating a business structure every business owner should start by incorporating an *Emergency Plan*. If your business is up and running, it is still vital to put one in place. An *Emergency Plan* is a way to look for problems and hazards before they happen. With the awareness of those issues you can find solutions and be ready for any emergency. It is vital to look for all of the vulnerable areas within your business and take time to ask yourself the following questions.



Can you:

- Identify the potential impact of uncontrolled, non-specific emergencies such as a natural disaster or fire in the building?
- Consider all departments and business functions, not just data processing or technology?
- Estimate the maximum allowable downtime and acceptable levels of data, operations, and financial losses the business may incur in case of an emergency or disaster?
- Prioritize potential business disruptions based upon severity and likelihood of an occurrence. Is there a backup plan in place for production? Can your employees physically set up the operation in another building?
- Establish the recovery time to get back to full operation?
- Evaluate and list what threats can impact your business and its customers. For example, a burglary, where all of the computers are stolen, a fire, a broken water pipe that floods the building, a hurricane, tornado, or earthquake.
- Cover all of the vulnerable areas with insurance?

Types of Threats:

1. Human
 - a. Arson
 - b. Bomb Threat
 - c. Civil Unrest - Demonstrations
 - d. Product Tampering
 - e. Robbery with a hostage
 - f. Domestic problems brought to the office
2. Natural Disasters
 - a. Earthquakes
 - b. Explosions
 - c. External Flooding
 - d. Internal Flooding
 - e. Wild Fires
3. Technological Issues - Computers
 - a. Computer Hackers
 - b. Viruses
 - c. Communication Failure – Outside Server Issues
 - d. Power Failures

For detailed information on how to set up an Emergency Recovery Plan for your business, go to <http://www.ready.gov/business> then click on “Business Continuity Planning” and view and download the Sample Emergency Plan. The “Ready.Gov” website has valuable information for you and your employees.

Last, but not least, if you have employees, it is just as important that they understand the value of having their *own* emergency plan in place for themselves and their family.

One of the greatest times of loss for my family’s production company occurred when employees experienced personal family loss or faced a disaster in their home. Absenteeism can debilitate a business. That is why *My Life in a Box* is a MUST for every person in your employment.

Visit the bookstore and order The Workshop Planner. It includes an 8-minute DVD and PowerPoint presentation that will introduce the value of emergency planning to your employees. It will show them how to organize all of their personal, legal and financial documents and alert them to the importance of getting organized before an emergency arises.

My Life in a Box...A Life Organizer is available at discount prices when purchased in volume. Simply email us from our website www.mylifeinabox.com