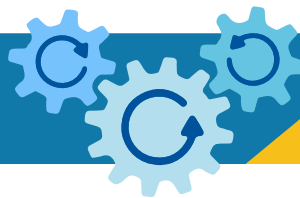


BUSINESS CONTINUITY



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.



Now is the time to be prepared!

If you or someone in your family is experiencing disaster-related stress, call **Línea PAS at 800-981-0023, TDD 888-672-7622.**

For more information on hurricane season preparedness visit www.fema.gov/disaster/4339/hurricane-preparedness

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