



South-West Texas Border
**Small Business
 Development Center Network**

The University of Texas at San Antonio

SERVICES

- One on One Training
- Online Services
- Training
- Build Ready Kit

There are 10 Small Business Development Centers (SBDC's) strategically located across south, west & central Texas. To find your local SBDC visit our website.



www.txsbdc.org/businessrecovery

The SBDC is partially funded by the U.S. Small Business Administration. The support given by the SBA through such funding does not constitute an expressed or implied endorsement of any of the co-sponsors' or participants' opinions, findings, conclusions, recommendations, products, or services. SBDC programs are nondiscriminatory and open to the public. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance.



SMALL BUSINESS EMERGENCY PREPAREDNESS



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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 business 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 waterproof box in a safe off site location and/or an online secure vault service.