



**CENTER FOR  
GOVERNMENT  
CONTRACTING**



501 W César E. Chávez Blvd  
San Antonio, TX 78207  
<http://cgc.txsbdc.org>  
210.458.2458



# SMALL BUSINESS EMERGENCY PREPAREDNESS

Funded in part through the State of Texas and a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities or limited English proficiency will be made if requested at least two weeks in advance. Contact: Center for Government Contracting at 210.458.2458.

# 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?

### 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.

## 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.

<http://cgc.txsbdc.org>

# 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.