



Content adapted from <https://www.uschamberfoundation.org/node/43155>

## Business Preparedness

Prepare your business before disaster strikes! Prioritizing efforts focused on prevention and recovery are vital in supporting business resiliency. Prevention and mitigation activities can reduce or eliminate risks before a disaster and lessen the potential impacts on business operations.

**1.** Identify hazards and potential disruptions to your operations and their consequences.



**2.** Identify and prioritize critical business functions.



**3.** Consider cyber security measures for important records.



**4.** Create a communications strategy, including a media toolkit to communicate with the public and/or key stakeholders.



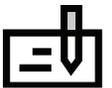
**5.** Maintain an up-to-date emergency contact list for employees, vendors, suppliers, and other key stakeholders.



**6.** Take steps to mitigate risks to equipment, buildings, facilities, inventory, and employees.



**7.** Meet with an insurance agent to discuss what type of coverage your business needs.



**8.** Back up and store vital records and data so they can be accessed off-site.



**9.** Create an Emergency Preparedness Plan.



**10.** Exercise, test, and update your plan at least annually.



Find more resources on the NEOEDD website: [neoedd.org/](https://neoedd.org/)

## ADDITIONAL RESOURCES FOR BUSINESS PREPAREDNESS

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Your local Small Business Development Center can provide technical assistance to help develop business continuity and preparedness plans.

- Eastern Oregon University SBDC: [bizcenter.org/centers/eastern-oregon-sbdc/](http://bizcenter.org/centers/eastern-oregon-sbdc/)
- Baker and Wallowa Counties SBDC: [bluecc.edu/community/small-business-development-center/](http://bluecc.edu/community/small-business-development-center/)

OR there are these online tools that walk you through creating plans:

- [disastersafety.org](http://disastersafety.org)
- [Open For Business-EZ \(OFB-EZ\)](#) for those that don't have the time or resources to create an extensive plan.
- [EZ-PREP \(EZ-PREP\)](#) is an emergency preparedness and response planning guide for small businesses, specifically for weather events.
- [preparemybusiness.org/planning](http://preparemybusiness.org/planning)
- Provides a series of checklists and chart templates to use for developing plans.

Use this space for notes to start drafting your plan.