



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.



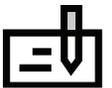
**5.** Maintain an up-to-date emergency contact list for employees, vendors, suppliers, and other key stakeholders.



**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.

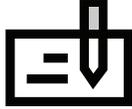
Use this space for notes to start drafting your plan.

# Business Recovery Resources

## IMMEDIATE NEEDS

If there is a disruption to your business, these resources can help address immediate needs.

## INSURANCE

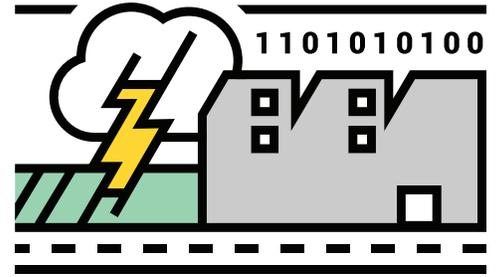


Reach out to your insurance agent as soon as possible to start the claims process. Check to see if you have business property insurance and business interruption insurance as they can pay to replace lost equipment, help pay for payroll, and even pay for a temporary work space while you rebuild.

## FINANCIAL SUPPORT



- **NE Oregon Economic Development District (NEOEDD):** provides loans for small businesses. [neoedd.org/regional-planning/small-business-support/](https://neoedd.org/regional-planning/small-business-support/) or contact [mikeogan@neoedd.org](mailto:mikeogan@neoedd.org) or 541-519-7699.
- **Business Oregon:** offers flexible loans for traded sector businesses (not farms). Call Business Finance Officer for Baker, Union and Wallowa counties, 541-962-5020.
- **Small Business Administration (SBA), Office of Disaster Assistance:** provides low-interest disaster loans to businesses and private nonprofit organizations (must have disaster declaration) [disasterloan.sba.gov/ela/](https://disasterloan.sba.gov/ela/)



## WASTE



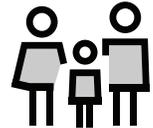
**Oregon:** Hazardous Waste disposal by appointment, call for more information and recycling:

Baker County: Baker Sanitary Service 541-523-2626

Union County: Waste Pro (City Garbage Service) 541-963-5459

Wallowa County: Public Works 541-426-3332

## WORKFORCE



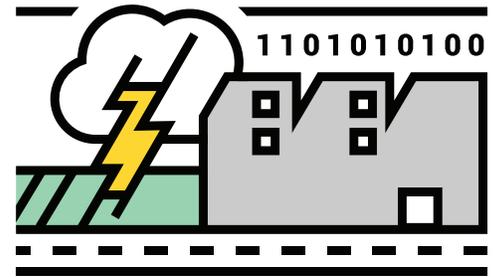
Connect with employment departments and WorkSource in to find out more about unemployment, work share programs

**Oregon**

[worksourceoregon.org](https://worksourceoregon.org)

Find more resources on the NEOEDD website: [neoedd.org](https://neoedd.org)  
Connect to 2-1-1 or [211.org](https://211.org) for additional services not found here.

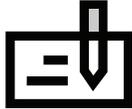
# Business Recovery Resources



## LONG-TERM NEEDS

For longer term support to help stabilize your business into the future, consider the following steps and resources:

### INSURANCE



Review your coverage with your agent and reassess the type and amount of coverage you need for your business.

Have questions or complaints about your insurance coverage?

- **Oregon:** Department of Consumer and Business Services Division of Financial Regulation [dfr.oregon.gov](http://dfr.oregon.gov) or 888-877-4894

### PROPERTY DAMAGE OR LOSS



If you lost any structures during a disaster, please reach out to your **county planning department prior to rebuilding.**

- Baker County  
541-523-8129
- Union County  
541-963-1014
- Wallowa County  
541-426-4543 x1168

If you have lost any structures, you may be entitled to property **tax relief.** Please contact your **county assessors' office:**

- Baker County  
509-523-8203
- Union County  
509-963-1002
- Wallowa County  
509-426-4543 x1147

### TECHNICAL ASSISTANCE



Small Business Development Centers provide technical assistance to businesses in developing a recovery plan and assessing economic injury. Counseling is confidential and at no charge to the affected businesses.

- Eastern Oregon University SBDC:  
[bizcenter.org/centers/eastern-oregon-sbdc/](http://bizcenter.org/centers/eastern-oregon-sbdc/)
- Baker and Wallowa counties SBDC:  
[bizcenter.org/centers/blue-mountain-sbdc/](http://bizcenter.org/centers/blue-mountain-sbdc/)

### STAY CONNECTED



Keep in touch with your fellow business owners, chambers, and networks for ideas and collaborations.

Contact your local, regional, and state-wide tourism marketing organizations for marketing support and tourism promotion strategies moving forward.

- Eastern Oregon Visitors Association: [eova.com](http://eova.com)

Find more resources on the NEOEDD website: [neoedd.org/](http://neoedd.org/)  
Connect to 2-1-1 or [211.org](http://211.org) for additional services not found here.

# Workforce Resources

## IMMEDIATE NEEDS

People often experience disruption to their employment during a disaster. If you involuntarily lose your job, either temporarily or permanently, due to a natural disaster or other disruption, these resources can help with your immediate needs.



## HOUSING

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- During a disaster, if you have lost your home and have immediate needs, please contact:
  - **Red Cross** at 877-272-7337
  - **Salvation Army** at
    - La Grande 541-963-4829
    - Baker City 541-523-5853
- Reach out to your insurance agent **as soon as possible** to start the claims process. Homeowner and renter insurance may pay for your additional living expenses as a result of loss of use to your home due to a disaster. This includes meals, fuel, and housing. Be sure to keep your receipts and talk with your agent about, "Additional Living Expenses."
- Community action programs in Oregon can also provide short and long term assistance for basic needs.  
Baker, Union, and Wallowa counties: 541-963-3186



## EMPLOYMENT

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Unemployment Benefits

- Oregon [employment.oregon.gov](http://employment.oregon.gov)



## HEALTH

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Contact your county's Department of Health and Human Services for support with medical and mental health issues.

- Baker County: 541-523-8211
- Union County: Crisis line 541-962-8800
- Wallowa County: 971-673-1222

Connect to 2-1-1 or [211.org](http://211.org) for additional services not found here.

# Workforce Resources

## LONG-TERM NEEDS

After your immediate needs have been addressed and while you wait for your workplace to reopen or look for other employment, consider these next steps and resources:



## HOUSING

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For longer term housing needs, contact the Northeast Oregon Housing Authority to learn about affordable housing options and assistance programs: [neoha.org](http://neoha.org)

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## EMPLOYMENT

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In addition to the state employment departments, your local WorkSource office will have a list of current job openings and offers employment and training services to job seekers.

- Oregon [employment.oregon.gov](http://employment.oregon.gov)

WorkSource Oregon:  
541-963-7111

Connect to 2-1-1 or [211.org](http://211.org) for additional services not found here.