

BUSINESS PREPAREDNESS PLAN

Your Guide Through the Unexpected

Use the guide below to prepare your business before a crisis ☒



People and Communication

- ☐ Maintain an up-to-date employee contact list
- ☐ Create an emergency communication tree with primary and back up channels (phone, text, group chat, mass email, social media)

Safety and Evacuation

- ☐ Have an employee safety/evacuation plan and post the routes
- ☐ Mark first aid kits, AEDs, and fire extinguishers

Continuity & Remote Work

- ☐ Identify backup office sites or coworking spaces in Henderson County
- ☐ Include instructions for shifting to remote work quickly

Suppliers, Vendors, & Customers

- ☐ Keep contact info for key suppliers, vendors, and customers
- ☐ List backup suppliers and alternative shipping/delivery routes
- ☐ Include emergency vendors, like plumbers and restoration contractors

Cyber Security

- ☐ Regularly back up data to offsite/cloud
- ☐ Document steps to secure accounts after a breach

Facilities & Equipment

- ☐ Maintain an inventory with photos (building, equipment, software, furniture)
- ☐ List utility contacts and shutoff locations
- ☐ Have a damage documentation checklist (photos + cost estimates) for insurance and aid claims

Build a Business Continuity Plan

- ☐ The North Carolina Small Business & Technology Development Center (SBTDC) can help you create a custom disaster plan and guide recovery steps. Call **(919) 715-7272** or visit <https://sbtdc.org>

Prepare Your Disaster Kit

Keep a binder with essential documents in a safe, accessible location:

- ☐ Insurance policy & agent contact
- ☐ Key business information (legal business name, tax IDs, structure)
- ☐ Recent tax returns
- ☐ Bank account information (account numbers, bank name & contact)
- ☐ Other creditor information (account number & contact)
- ☐ Copies of essential business policies, plans, & agreements

Stay In Touch

- ☐ Register with Smart911
- ☐ Sign up for AVL Alert
- ☐ Download local law enforcement and news apps

We'll Be Your Guide

the
partnership

Henderson County, NC
Economic Development

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