

BUSINESS PREPAREDNESS PLAN

Your Guide Through the Unexpected

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 kids, 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

furniture)

List utility contacts and shutoff locations

(building, equipment, software,

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)

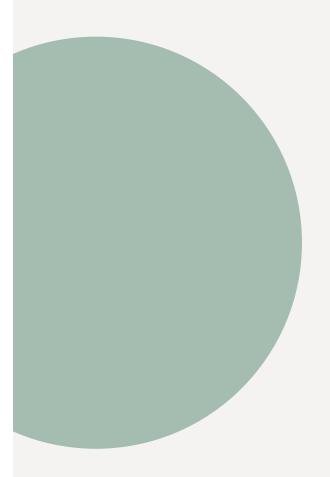
Copies of essential business policies, plans, & agreements

Stay In Touch

Register with Smart911

Sign up for AVL Alert

Download local law enforcement and news apps



We'll Be Your Guide



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