

# Even if the worst happens...



## **Open for Business<sup>®</sup>**

*A Disaster Protection and Recovery Planning Toolkit  
for the Small to Mid-Sized Business*

### **Disaster Readiness Self-Assessment Questions**

1. Are you concerned that your normal business operations might be interrupted by a natural or human-caused disaster?
2. Have you determined what parts of your business need to be operational as soon as possible following a disaster, and planned how to resume those operations?
3. Do you have a disaster response plan in place to help assure your employees' safety and to take care of yourselves until help can arrive?
4. Could you communicate with your employees if a disaster happened during work hours or after work hours?
5. Can your building withstand the impact of a natural disaster, and are your contents and inventory sufficiently protected so they will not be damaged?
6. Are your vital records protected from the harm that could be caused by a disaster?
7. Are you prepared to stay open for business if your suppliers cannot deliver, your markets are inaccessible, or basic needs (e.g. water, sewer, electricity, transportation) are unavailable?
8. Do you have plans to stay open for business, even if you cannot stay in or reach your place of business?
9. Have you worked with your community (public officials and other businesses) to promote disaster preparedness and plan for community recovery?
10. Have you consulted with an insurance professional to determine if your insurance coverage is adequate to help you get back in business following a disaster?

### **Plan now to stay**

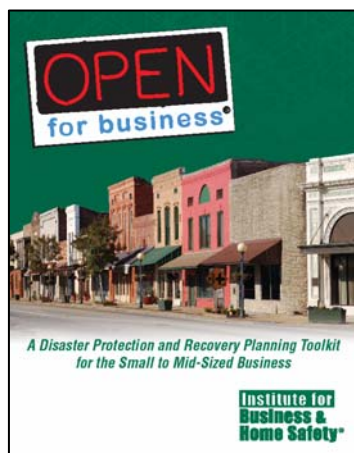


A program of the Institute for Business & Home Safety

### **Taking the Lead in Property Loss Reduction**

The Institute for Business & Home Safety's mission is to reduce the social and economic effects of natural disasters and other property losses by conducting research and advocating improved construction, maintenance and preparation practices.

# Open for Business<sup>®</sup> Toolkit



**Wildfires.  
Floods.  
Hurricanes/High Winds/Tornadoes.  
Earthquakes.  
Freezing Weather.**

**Loss of Power. Waterline Breaks. Computer Crashes.**

Disasters come in many sizes, but they can often mean big trouble for businesses, large and small. In fact, when disasters force businesses to shut down, 25% will never reopen.

But you can stay **Open for Business<sup>®</sup>** with advanced planning and the right tools.

That's why the Institute for Business & Home Safety (IBHS) created **Open for Business<sup>®</sup>**, a comprehensive disaster planning toolkit. The easy-to-use guide helps you reduce the potential for loss, should disaster strike, and reopen quickly should you be forced to close. This creates savings for your business and also benefits your employees and customers who rely on it.

The kit includes valuable worksheets to help you develop a property protection and business continuity plan, and gives you tips on disaster protection and recovery. This information can help you identify the hazards your business faces, plan for and reduce the impact of disaster, keep your doors open after a disaster hits, advise you on disaster supplies, and help make your business disaster resilient.

Single copies of the toolkit are available free! You can download **Open for Business<sup>®</sup>** from [www.disastersafety.org/business\\_protection](http://www.disastersafety.org/business_protection), or you can email [ofb@ibhs.org](mailto:ofb@ibhs.org) or call 1-866-657-IBHS (4247) to request a single copy without charge.

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