



Business Survival Plan

Ready NOW![™] Business Survival Planning[™]

Ready Now![™] Business Survival Planning[™] template was developed by the Oklahoma Small Business Development Center to assist small businesses in preparing for emergencies.

INTRODUCTION

Developing a written business survival plan is not difficult. It takes time, a template and a willingness to collect, organize and write down your critical information. The Ready NOW![™] program shows business professionals how to prepare by:

- helping gather the critical information
- providing a business survival template
- helping write their plan
- verifying information is safely stored and accessible
- recognizing their efforts

Use the following tool as works best for you. **Duplicate pages as necessary.** The purpose of this tool is to serve as a guide to help you prepare your business to survive.

NOTE OF THANKS

The OKSBDC recognizes and appreciates our fellow partners who strive to help small businesses prepare for disasters of all sizes. Ready.gov, developed by DHS and FEMA, the Insurance Information Institute and the Institute for Business & Home Safety were especially helpful in our efforts to develop a useful template. The information provided by these organizations is excellent and can be very helpful in your planning.

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PLAN TO SURVIVE

Business Name

Address

City, State, Zip Code

Telephone Number

Insurance Provider

The following person is our primary emergency manager and will serve as the company spokesperson in an emergency.

Primary Emergency Contact

Telephone Number

Alternative Number

E-mail

DATA STORAGE CENTER

Business Name

Address

City, State, Zip Code

Telephone Number

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HAZARD ANALYSIS AND RISK ASSESSMENT

To create a good survival plan you begin by examining the hazards threatening your business and assess the level of risk these hazards pose for your business. Doing this requires you objectively ask yourself (and your emergency planning team) what could happen and how it might impact your business operations.

Risk	Mitigation Strategy
_____	_____
_____	_____
_____	_____
_____	_____

UNDERSTAND YOUR BUSINESS FUNCTIONS

Our Critical Operations - What service or product do you provide? (How could a disaster impact my business?)

EMERGENCY PLANNING TEAM

Name	Contact Information
_____	_____
_____	_____
_____	_____
_____	_____

Warning System

We will test the warning system and record results _____ times a year.

- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures _____ times a year.

Storm Shelter Location

"Seal the Room" Shelter-in-Place Location

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EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

Employee	Email	Work Telephone	Home/Cell Telephone

SUPPLIERS AND CONTRACTORS

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ E-mail: _____
Contact Name: _____ Account Number: _____
Materials/Service Provided: _____

KEY CUSTOMERS

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ E-mail: _____
Contact Name: _____ Account Number: _____
Materials/Service Provided: _____

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INSURANCE

Insurance Agent: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

RECORDS, INFORMATION TECHNOLOGY, DATA STORAGE AND RECOVERY PLANNING

Have current list of computers and software including serial number and model name, supplier and support contact number.

Cyber Security

To protect our computer hardware, we will: _____

To protect our computer software, we will: _____

If our computers are destroyed, we will use back-up computers at the following location: _____

Records Backup

_____ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored on-site _____.

Another set of back-up records is stored at the following off-site location: _____

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways: _____

TEST, REVISE AND DISTRIBUTE THE SURVIVAL PLAN

Annual Review

We will review and update this survival plan in _____.

Revision History

Revision No.	Date	Description of Changes	Authorization