

Business 'Go Box'

In general terms, your 'Go Box' should be fireproof and water-proof and contain *copies* of important documents, supplies, and other information essential to run your business.

Examples of what to include are *copies* of:

- Your [Business Continuity Plan](#)
- Insurance documents
- Bank information
- Passwords
- Remote access information for your office voice mail system
- Payroll procedures and list of employees
- Up-to-date data back-up files
- List of suppliers, vendors, and emergency vendors (plumbers, electricians, contractors, etc.)
- Business licenses
- Any special forms needed to conduct your business
- General office supplies (pens, paper, tape, stapler, etc.)
- Camera and current photos of the inside and outside of your business

You should have contact names and phone numbers for all of the above.

[ntb group](#) recommends having 2 Go Boxes. Keep one in your office and store the second in a secure off site location. There is potential that you may not be able to get to your place of business in an emergency.

Best Practices for Staying in Business

1. Develop a [Business Continuity Plan](#)
Practice it
Review it regularly
Keep it up-to-date
2. Create a business 'Go Box'
Review the contents regularly
Keep it up-to-date

PRACTICE — PRACTICE — PRACTICE



REAL SOLUTIONS FOR REAL LIFE

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ntb group LLC is a woman-owned small business located in Vero Beach, FL, offering disaster management, training services, technology services, and website development and hosting.

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Business Continuity Plan

What Is It?



Do I Need It?

For small business it may be the difference between success and failure.

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Consulting and Training

Business Continuity ...

Enables organizations (private, public, and non-profit) to prepare for, and recover from, a crisis;

Assures your organization's viability;

Allows you and your employees to get back to work as quickly as possible;

Helps your employees, clients and the business community at large recover faster from a disaster.



Why worry about any of this? There certainly have been enough **wildfires** in Florida to get you thinking. And if a predicted 'active' **hurricane** season and **fires** aren't enough to get you working on your **Business Continuity Plan**, remember that we can also experience **floods, tornados, power outages, hazardous material spills, pandemics, or terrorist events.**

Ask yourself ...

How long can my business survive with no income?

Will my employees be able to get to work after a disaster? Will their families have a place to live? Will their children be able to go to school?

Will my clients be able to find me after a disaster?

Will my vendors be able to get me needed supplies? What if they've also been affected?

What will happen if I am not able to re-occupy my business location?

Will I be able to stay in business if my key employee is unable to return to work?

Can my business survive without critical data? When was the last time we tried to restore information from a data back-up?

Still don't think you need a plan?

According to Florida's State Emergency Response Team (SERT) almost 40% of small businesses never reopen after a disaster.

Don't become a sad statistic!

Start your Business Continuity Plan NOW.

Steps to create your Plan:

To create your Business Continuity Plan you must first conduct a Business Impact Analysis.*

Identify

- Key practices, clients, employees, and equipment
- Critical data
- Alternative work sites
- Offsite storage facilities
- Crisis management team
- Emergency operations center

Implement

- Create contact lists
- Develop mitigation strategy, goals and expectations
- Assign responsibilities
- Develop succession plan
- Develop mutual aid agreements
- Train—Practice

Maintain

Your plan should be a 'living document'. Review it regularly and keep it up-to-date.

Practice your plan.

***ntb group's business continuity team are experts in conducting a Business Impact Analysis which includes both risk and hazard assessment.**