



REAL SOLUTIONS FOR REAL LIFE

**40% of small businesses impacted by a disaster never reopen.
Don't be a statistic!**



Remember, Hurricane Season runs from June 1st thru November 30th. All Floridians should have emergency plans that we review and discuss with our families. We also need to double check our emergency preparedness kits. The general rule is that we should have a minimum of three days (preferably five) of non-perishable food, water, and prescription drugs for all of our family members (including pets). And don't forget to safeguard your valuables and place your important documents in a waterproof container with copies in a safe place. Planning ahead and being prepared is the best way to weather the storm (pardon the pun).

Visit <http://www.ready.gov> for more information.

Now that you have taken the necessary precautions for your family, what about your business? According to Florida's State Emergency Response Team (SERT) almost 40% of small businesses **never** reopen after a disaster. Think about New Orleans and the Gulf Coast post-Katrina. Don't let *your* business become another sad statistic.

Yes we all know about backing up data, but that's not all there is. In the event of a disaster (not just hurricanes, consider fires, floods, and tornadoes) you need to have a business continuity plan, you need to know what to do. Your plan should address critical questions such as:

- What is the minimum amount of space and equipment you need if your current location is not available to you?
- Who are your critical employees? Do they have emergency family plans so they can work and not worry?
- Do all of your employees know what to do in the event of a disaster? Do they know about and practice your plan?
- Does your plan take into account all possible hazards and threats?
- Have you tested your data backup AND restoration plan?

A complete business continuity plan enables you to reopen your business, AND to reopen as quickly as possible after a disaster. This will help you restore your livelihood and that of your employees; and will also enable our community to recover faster. The whole community benefits! Think about how Publix has helped all Floridians by equipping their stores with generators so we no longer need to worry about our food supply. You can do it too.

ntb group's business continuity team professionals are FEMA and State certified, have experience with NIMS and NIST standards, extensive expertise with HIPAA requirements, extensive technology certifications and more.

Plan to stay in business with ntb group.

Find out how to sleep better at night, call (772) 538-1921

Or visit us at

<http://www.ntb-group.com>

ntb proudly supports



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



Emergency Preparedness Kit

Hurricane Season starts June 1st! Be prepared by setting up this emergency preparedness kit for your family.

<p>Toiletries</p> <ul style="list-style-type: none"> <input type="checkbox"/> Moisture wipes <input type="checkbox"/> Toilet paper <input type="checkbox"/> Soap and shampoo <input type="checkbox"/> Hygiene items <input type="checkbox"/> Towels <input type="checkbox"/> Infant formula and diapers <input type="checkbox"/> Feminine Hygiene items 	<p>Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.</p>
<p>Sleeping Gear</p> <ul style="list-style-type: none"> <input type="checkbox"/> Blankets, sleeping bags <input type="checkbox"/> Pillows <input type="checkbox"/> Air Mattress w/ pump or sleeping pad 	<p>Clothes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seasonal clothing <input type="checkbox"/> Rain gear <input type="checkbox"/> Sturdy shoes <input type="checkbox"/> Complete change of clothing (or 2)
<p>Medical</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Medicines and Prescriptions <input type="checkbox"/> Sunscreen, insect repellent <input type="checkbox"/> Disinfectant wipes 	<p>Water</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 1 gallon per person, per day, for 3 to 7 days
<p>Electronics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flashlight <input type="checkbox"/> Battery powered radio or digital TV <input type="checkbox"/> Extra batteries <input type="checkbox"/> Cell phone and Charger 	<p>Pets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carrier or cage <input type="checkbox"/> Pet food and extra water <input type="checkbox"/> Medication <input type="checkbox"/> Muzzle and leash <input type="checkbox"/> Identification and vaccination records
<p>Important Documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal identification including copies of: <ul style="list-style-type: none"> • Birth certificates • SSN • Driver's license • Medical records and prescriptions • Important phone numbers • Titles (home, auto, etc.) • Tax returns (past 4 years) • Account information (bank, credit, utilities, etc.) • Insurance documents • Licenses and certifications 	<p>Other</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash (banks and ATMS might be closed) <input type="checkbox"/> Keys <input type="checkbox"/> Tools (wrench, pliers, screwdriver, hammer) <input type="checkbox"/> Books, toys, games, that "special" stuffed animal <input type="checkbox"/> Fill vehicle gas tank <input type="checkbox"/> Maps (including evacuation routes) <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Matches (in waterproof container) <input type="checkbox"/> Paper and Pencil <input type="checkbox"/> Local maps <input type="checkbox"/> Signal whistle <input type="checkbox"/> Heavy garbage bags <input type="checkbox"/> Large Tarp <input type="checkbox"/> Spool of rope or cord
<p>Food</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least enough for 3 to 7 days, including: <ul style="list-style-type: none"> • Non-perishable packaged or canned food/juices • Foods for infants or the elderly • Snack foods • Non-electric can opener • Cooking tools/fuel • Paper plates/plastic utensils 	<p>The Florida Emergency Information Line (FEIL) is a toll-free hotline activated by the Department of Community Affairs/Division of Emergency Management at the time of an emergency to provide up-to-date information regarding an emergency or disaster situation: 1-800-342-3557.</p> <p>Contact your local Emergency Management agency for all your disaster preparedness needs.</p>

And ALWAYS have a plan....Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency preparedness kit or another safe place where you can access it in the event of a disaster. More information, planning aids and links are available on our website at www.ntb-group.com.