

"Ready Kit"

Every business should have a *"Ready Kit"* that includes important documents and supplies necessary for business to continue after a small interruption or big disaster. Some suggested items include:

- Business Continuity Plan
 - Emergency contact list of employees and key customers/clients
 - List of suppliers and vendors
 - Insurance policies and agent information
 - Emergency Action Plan
- Inventory list and pictures
- Voice mail box number and remote password
- Back-up computer systems/data files
- Pictures of business interior and exterior
- Video or photos of company assets
- List of current values of all inventory and assets
- Camera to document damage
- Legal documents
- Current financials
- Last 3 years' tax returns
- Cash reserves
- Bank records including checking, savings, credit and debit cards, loans and letters of credit

Store your *"Ready Kit"* in a fire-resistant and waterproof box in a safe offsite location.

www.lsbdc.org

LSBDC Business Continuity Locations

Business Continuity Center at Nicholls State University

Phone: (985) 493-2587

E-Mail: lsbdc.nic@lsbdc.org

Greater New Orleans Region

Phone: (504) 831-3730

E-Mail: lsbdc.gnor@lsbdc.org

McNeese State University

Phone: (337) 475-5529

E-Mail: lsbdc.msu@lsbdc.org

Northwestern State University

Phone: (318) 484-2123

E-Mail: lsbdc.nsu@lsbdc.org

Southeastern Louisiana University

Phone: (985) 549-3831

E-Mail: lsbdc.slu@lsbdc.org

Technology Center at Louisiana State University

Phone: (225) 578-4842

E-Mail: lsbdctc.lsu@lsbdc.org

University of Louisiana at Lafayette

Phone: (337) 262-5344

E-Mail: lsbdc.ull@lsbdc.org



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Ready for Anything

Plan to Stay in Business



Louisiana Small Business Development Center



Ready for Anything

Would Your Business Survive If...

- The road to your business closes as a result of construction or bad weather?
- A key supplier/customer goes out of business?
- A key employee gets sick for an extended period of time?

Why Prepare

From workplace disruptions to natural and man-made disasters, as a small business owner, you should be **Ready for Anything**. Unexpected events can quickly interrupt your business putting you and your employees at risk. If you are not prepared, your business could shut down forever.

Where to Start

Developing a business continuity plan will protect your business by minimizing the impact of unplanned disruption and improve the likelihood that your business will survive and recover.

Through a special grant provided by the U.S. Small Business Administration, small businesses impacted by the 2008 Hurricanes Gustav & Ike are now able to take advantage of free business continuity planning services offered through your local Small Business Development Center.

Protect your business – We can help!

Business Continuity Planning will help you:

- Reduce Impact of Business Interruption
- Minimize Risk
- Protect the Business, Employees, and the Community
- Improve Products & Services
- Develop Disaster Preparedness & Response Strategies
- Remain Current on Rules & Regulations
- Improve Ability to Bid On & Win Contracts
- Build Competitive Advantage
- Improve Public Image



If your business shuts down for any reason, how many days can you survive?

LSBDC Services

One-on-One Counseling

Our Business Continuity Consultants will come to your place of business and work with you one-on-one to help you develop a business continuity plan tailored to meet the needs of your business, including:

- Identifying critical processes and the associated risks of disruption.
- Controlling risks and creating contingency plans, including adequate insurance planning.
- Plan testing involving employees, suppliers, customers and stakeholders.
- Improving data security and protection of business assets and intangibles.

Training

Training events and workshops are available to help you understand a variety of business continuity concepts including risk management, disaster response planning, insurance, and data security. Visit our website www.lsbdc.org for a list of training events and workshops near you.

Online Resource Center

You can access information at your convenience by utilizing the LSBDC online resource library. With the click of a button, you have access to training videos, forms and checklists, and links to useful websites to assist you with developing a business continuity plan.

Contact the LSBDC Today!

Reasonable accommodations for persons with disabilities and/or limited English proficiency will be made if requested two weeks in advance.