“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

Ready for Anything
Plan to Stay in Business

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: lsbdcctc.lsu@lsbdc.org

University of Louisiana at Lafayette
Phone: (337) 262-5344
E-Mail: lsbdc.uml@lsbdc.org

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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.