



# NATIONAL PREPAREDNESS MONTH BUSINESS WEEK

*One in four small businesses never recovers from a disaster.*

**GET PREPARED. GET INVOLVED.**

## Prepare Your Business

- **Register with CorpNet** to receive notification of incidents that may affect New York City businesses at [www.NYC.gov/corpnet](http://www.NYC.gov/corpnet).
- In preparation for the fall flu season, review your sick leave policies and **talk to your employees** about good hygiene practices ([www.flu.gov](http://www.flu.gov)).
- **Back up your computer** and important documents. Store the copies off-site for safekeeping.

## Prepare Your Employees

- **Discuss your business continuity plans** and emergency action plans with your staff.
- Host a **Preparedness Day** at the office; conduct drills and distribute emergency information. E-mail [publicprivate@oem.nyc.gov](mailto:publicprivate@oem.nyc.gov) for more information.
- Encourage your employees to keep **Go Bags** at their desks and to register for **Notify NYC** at [www.NYC.gov/notifyNYC](http://www.NYC.gov/notifyNYC) for current, accurate emergency information.

## Prepare NYC

- Place a link on your webpage to the **Ready New York** site at [www.nyc.gov/readyny](http://www.nyc.gov/readyny) to promote preparedness.
- Schedule a **blood drive** for your office. Contact the NY Blood Center at [www.nybloodcenter.org](http://www.nybloodcenter.org).

# EMERGENCIES HAPPEN.

## IS YOUR BUSINESS READY?



Fire ●



Building Collapse ●



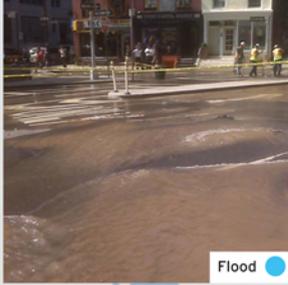
Construction or Crane Accident ●



Power Outage ●



Water Main Break ●



Flood ●

Other ●

[www.nyc.gov/oem](http://www.nyc.gov/oem)

**25% OF SMALL BUSINESSES NEVER RECOVER FROM A DISASTER.\***

**READY NEW YORK FOR BUSINESS**

This map represents only those incidents to which the Office of Emergency Management or Department of Small Business Services responded from 1998-2008.

\*Source: The Institute for Business and Home Safety.

