NEW YORK citizen corps

OEM
New York City Office of Emergency Management

TIPSHEET FOR BUSINESSES

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*.
- In preparation for the fall flu season, review your sick leave policies and **talk to your employees** about good hygiene practices (*www.NYC.gov/flu*).
- **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** for more information.
- Encourage your employees to keep **Go Bags** at their desks and to register for **Notify NYC** at *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* to promote preparedness.
- Schedule a **blood drive** for your office. Contact the NY Blood Center at *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

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.

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