



NEW YORK CITY

Office of Emergency Management

**NYContinuity**

Emergency Management Newsletter for Businesses

NYC OEM

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Welcome to **NYContinuity**, a monthly publication to help you prepare for emergencies, strengthen your continuity plans, update you on emergency management news, and inform you about events and resources available to businesses in New York City.

Before getting to the heart of this month's issue, the New York City Office of Emergency Management (OEM) and the Department of Health are pleased to announce the release of a new resource that can help support flu planning activities at private organizations. The New York City Influenza Health and Safety Plan, a document developed to support City agency planning, is available to the public. Read the announcement below for more information.

The focus of this month's newsletter is disaster recovery assistance. The small business corner introduces disaster recovery resources that may be available to organizations, including SBA loans that are currently open to businesses in the Bronx. Business owners should know what to expect from government after a disaster and how to apply for resources that become available.

This month's guest spotlight highlights the new voluntary Private Sector Preparedness Standards, or PS-Prep, program from the Department of Homeland Security.

**NYContinuity** is a newsletter for small business owners and continuity professionals brought to you by OEM.

## Small Business Corner: Disaster Recovery Assistance



### SBA Offers Disaster Assistance to Bronx Businesses Affected by Severe Storms

The Small Business Administration (SBA) is making low-interest loans available to businesses affected by the severe storms, straight-line winds, and flooding that occurred July 6-7, 2009. The loans are available to businesses in Westchester County and the adjacent counties of Bronx, Orange, Putnam, and Rockland in New York; Fairfield in Connecticut; and Bergen in New Jersey. The deadline for physical property damage loan applications is December 1, 2009, and the deadline for economic injury loan applications is July 2, 2010.

For more information, read the [SBA Press Release](#), call the SBA's Customer Service Center at 1-800-659-2955, send an e-mail to [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov), or visit <https://disasterloan.sba.gov/ela/>.

### More About Disaster Assistance from the Small Business Administration

In the aftermath of a disaster, SBA provides financial assistance in the form of low-interest, long-term loans to small businesses. SBA loans are the principal source of federal aid available to businesses for repairing or replacing physically damaged property and recouping economic losses incurred as a result of a disaster. SBA loans become available only after a disaster is officially declared by the President or SBA.

To qualify for a loan, applicants need:

- Three most recent Federal Income Tax Returns
- A current business balance sheet, profit and loss statement, and schedule of liabilities
- A personal financial statement from each owner or partner with a 20% or greater share in the business
- The latest Federal Income Tax Return for each affiliate
- A summary of damages or losses suffered as a result of the disaster
- Current insurance information, including a policy number, contact information for the agent/adjuster, and, if available, a proof of loss and the declaration page of the insurance policy.

Keep copies of these important documents off-site so you can access them even if your business is destroyed by a disaster. Having back-up copies of these documents can reduce the amount of time required to process your application and increase the chances of your application being approved. According to SBA's website, an average of 50% of applicants receive loans.

[Learn more about disaster assistance from SBA.](#)

### Emergency Response Unit, NYC Department of Small Business Services

The Department of Small Business Services (SBS) has a special unit dedicated to helping businesses in New York City recover from emergencies. SBS's Emergency Response Unit can help a business:

- Gain emergency access to their premises
- Communicate with other city agencies
- Apply for emergency assistance from federal programs and private insurers
- Apply for an emergency loan from SBS

[Learn more about the Department of Small Business Service's Emergency Response Unit.](#)

### Other Resources

[Read more about disaster recovery assistance on OEM's website.](#)

## Guest Spotlight: Private Sector Prep

On October 16, 2009, the Department of Homeland Security (DHS) announced the three standards that it intends to adopt for the Voluntary Private Sector Preparedness Accreditation and Certification (or PS-Prep) Program.



# Homeland Security

A result of the 9/11 Commission's recommendations, the PS-Prep program will enhance nationwide resilience by encouraging private sector preparedness. The program certifies organizations that have conformed to DHS's preparedness standards.

Participation in the PS-Prep program is voluntary. DHS will publicly list the organizations that have complied, in recognition of their efforts.

Private sector organizations are invited to provide feedback about the selected standards. Comments may be submitted to [www.regulations.gov](http://www.regulations.gov) or to [FEMA-POLICY@dhs.gov](mailto:FEMA-POLICY@dhs.gov) (reference Docket ID FEMA-2008-0017).

For more information, e-mail [PrivateSectorPreparedness@hsi.dhs.gov](mailto:PrivateSectorPreparedness@hsi.dhs.gov).

## DOHMH and OEM Release New York City Influenza Health and Safety Plan

In the summer of 2009, the NYC Health Department and OEM led an effort to develop policies and standards to minimize workplace influenza risk among non-medical City employees. These standards, outlined in the New York City Influenza Health and Safety Plan (IHASP), will guide individual City agencies as they prepare their plans and can be used as a reference for private organizations.

The distribution of the IHASP reflects the City's commitment to promoting transparency and sharing the results of its influenza planning process. The City hopes that the IHASP will encourage private sector organizations to develop their own plans and that its release will support citywide influenza preparedness.

[Download the New York City Influenza Health and Safety Plan.](#)

[Read last month's NYContinuity for more H1N1 planning resources.](#)

If you have any topics or themes that you would like to see covered or any suggestions for how we may improve this newsletter, please send an e-mail to [publicprivate@oem.nyc.gov](mailto:publicprivate@oem.nyc.gov). To see if your topic has been covered in a past issue, please visit the [NYContinuity Archive](#).

Sincerely,  
The **NYContinuity** Team

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