

10 STEP GUIDE TO DISASTER PLANNING

(Small Business Administration / Agility Recovery)



1. Put Together a Disaster Team
2. Develop or Update Your Communications and Contact List
3. Create or Restock Your Emergency Kit
4. Backup Your Data
5. Review Your Insurance Coverage
6. Determine and Prioritize Your Essential Operations
7. Understand Your Risks
8. Find an Alternative Place to Worship
9. Prepare Your Employees
10. Test Your Plan