

# Ready Business

## A Guide to Preparing a Business Disaster Plan

(Course outline)

Produced in Cooperation with the  
U.S. Department of Homeland Security's *Ready* Campaign  
and  
The Extension Disaster Education Network



**Summary:** This is an instructor's guide for a 3-hour course in which participants will learn about the importance of a disaster plan, share ideas, and develop the beginning of a business disaster plans.

**Instructors:** Land Grant University specialists, Cooperative Extension Service educators and/or volunteers located in counties around the United States.

**Cooperators:** Anyone interested in helping small- and medium-sized businesses survive potential disasters.

Agenda:		
Section 1:	Overview and introductions	15 to 20 minutes
Section 2:	Why plan for disaster?	10 minutes
Break		15 minutes
Section 3:	Planning Makes Sense	10 minutes
Section 4:	Three Steps for Preparedness	15 minutes
Section 5:	What are the costs?	15 minutes
	Free	
	Under \$500	
	More than \$500	
Break		15 minutes
Section 6:	Make a Plan	1 hours
Section 7:	Talk with Your People	15 minutes
Section 8:	Protect Your Investment	15 minutes

**The course consists of the following documents which can be downloaded at <http://www.EDEN.lsu.edu/LearningOps/ReadyBusiness/>**

- Course PowerPoint
- Instructor's Guide
- Business Mentoring User Guide
- Sample Business Continuity and Disaster Preparedness Plan
- Other materials available at: [www.ready.gov/business/](http://www.ready.gov/business/)
- Course Evaluation