Business Emergency Preparedness & Assistance
City of San Diego

Guidelines and resources to help prepare your businesses for an emergency:

- Scan important documents, i.e., business license, sellers permit, other business registration documents etc., and save on a flash drive, i-Cloud or Google Cloud storage (like Dropbox), mobile phone, or other safe storage device.

Obtain copies of building permit records, or at the very least download permit numbers from City's website: http://www.sandiego.gov/development-services/opendsd/

- If you are a tenant, contact your property owner to obtain building permit records.

- Create list of readily available contact information for SDGE, City's Public Utilities and Water departments, and other emergency communications with employees, clients/customers, and other business contacts.

- Prepare and store emergency supplies including: generator, water, food, first aid kit, fire extinguisher, flashlight, batteries, etc. Store applicable items in water resistant containers. Visit the ready.gov website for information on preparing a comprehensive Disaster Supply Kit: http://www.ready.gov/kit

- Visit **County of San Diego Office of Emergency Services**: http://www.sandiegocounty.gov/oes/

- Visit the **U.S. Small Business Administration's "Emergency Preparedness"** website for more information about disaster assistance, emergency preparedness, disaster planning, and how to create a disaster preparedness and recovery program for your business: https://www.sba.gov/category/navigation-structure/starting-managing-business/managing-business/running-business/emergency-preparedness-and-disaster-

  Emergency Preparedness for Business https://www.sba.gov/content/disaster-preparedness

- Visit the readysandiego.org website for a comprehensive "Open for Business" guide (business continuity guide) prepared by the Institute of Business and Home Safety: http://readysandiego.org/resources/Open_Business.pdf

- Visit the **American Red Cross "**Emergency Preparedness Checklist for Small Businesses" website: https://www.osha.gov/dte/grant_materials/fy07/sh-16618-07/sm_business_emergency_checklist.pdf

- Visit the **FEMA Small Business Preparedness** website to learn about risks small businesses face in the event of disaster, the value of preparedness, steps to take to protect your business, and business continuity planning**:** http://www.fema.gov/small-businesses

- **Sandbag Resources:** All City of San Diego Fire Stations have <u>free</u> sandbags available to the public. There is a limit of 10 sandbags per household or business, <u>and</u> sand is **not** provided. For a list of Sandbag Vendors in San Diego County, visit: http://www.sandiegocounty.gov/content/dam/sdc/oes/docs/SANDBAG-VENDORS-BROCH-AUGUST-2015.pdf

---

Post-emergency assistance for businesses:

City of San Diego Storefront Improvement Program http://www.sandiego.gov/storefront

Business Loan Programs:
- City of San Diego Small Business Loan Program: http://www.sandiego.gov/economicdevelopment/business/financing/index.shtml
- Accion San Diego http://www.accionsandiego.org/
- CDC Small Business Finance http://cdcloans.com/
- U.S. Small Business Administration (SBA) http://www.disasterassistance.gov/get-assistance/forms-of-assistance/4479/1/468

Additional Resources and Assistance pre- and post- emergencies:
- Filing a Business Insurance Claim after a Disaster: http://www.iii.org/article/filing-business-insurance-claim-after-disaster
- http://www.disasterassistance.gov/

For more information, contact Lisa Gordon at the City of San Diego
Economic Development Department at lgordon@sandiego.gov