



City of Angleton Business Preparedness Plan Template

1. Business Information

- Include business name, address, and contact details.
- List owner, manager, and alternate emergency contacts.
- Describe type of business, services provided, and number of employees.
- Attach building layout maps showing exits and assembly areas.

2. Risk Assessment

- Identify primary hazards: flooding, severe weather, power loss, chemical, cyberattack.
- List critical systems (IT, security, refrigeration).
- Document dependencies on suppliers and vendors.
- Note generator availability, fuel type, and maintenance schedule.

3. Emergency Communications

- Maintain updated contact lists for employees and key vendors.
- Establish communication tools (mass text, call tree, email).
- Post emergency numbers for Angleton Police, Fire, EMS, and Emergency Management.

4. Evacuation & Shelter-in-Place

- Map exits and designate indoor shelter areas.
- Conduct routine evacuation and shelter drills.
- Locate first aid kits, AEDs, and extinguishers; ensure accessibility routes.

5. Continuity of Operations

- Identify essential personnel and backups.
- Document remote work capabilities (VPN, laptop access).
- List alternate worksite options.
- Keep backups of data and essential business records offsite.
- Maintain vendor and supplier contact information.

6. Insurance & Documentation

- Record policy numbers for property, liability, and business interruption coverage.
- Maintain digital and hardcopy asset inventories.
- Store photos and proof of ownership for insurance claims.

8. Recovery & Reopening Plan

- Outline damage assessment and reporting steps.
- Identify contractors for debris removal and repairs.
- Define reopening criteria (utility restoration, safety checks).
- Plan for employee support services and post-incident communication.