

# Ready Your Business

12 Point  
Program

TO BUSINESS CONTINUITY PLANNING



“FREE” Workshop for Business Owners

**March 5, 2015—Thursday**

**9:00 a.m. to 10:30 a.m.**

**Layton City Center**

**Council Chambers**

**437 N. Wasatch Drive**

A light breakfast will be served.



**Every Business should have a plan...  
it just makes good business sense!**

Don't miss the opportunity to attend this **FREE** workshop taught by the Utah Division of Emergency Management Be Ready Utah. This valuable training will help you stay in business when hardship comes your way. The workshop covers the following:

**Points 1-12:** Creating a Planning Team/Continuity of Authority, Communication Risks & Hazards, Internal/External Resources, Vulnerability Assessments, Essential Business Functions, Human Resources, Workplace Evacuation & Sheltering, Supply Kits, Insurance Reviews, Vital Records, Data: Protect/Store/Recover



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For more information go to:  
[www.BeReadyUtah.gov](http://www.BeReadyUtah.gov)  
[www.laytoncity.org](http://www.laytoncity.org)

