

**At VtSBDC we have been compiling some quick resource links. There is a lot of information so if you have any questions call me at 802-885-2071 or 257-7731. Or email me at [dboudrieau@vtsbdc.org](mailto:dboudrieau@vtsbdc.org).**

### **Step 1: Post disaster:**

- ✓ Call your insurance company first.
  - Make sure you also check all of your insurance coverage including Business interruption insurance.
- ✓ You can start cleaning up, but take pictures to document the damages BEFORE you move anything.
- ✓ Locate financial information. This is a must to move forward with disaster assistance.
- ✓ Develop a list of needs (i.e. inventory, equipment, etc.)
- ✓ VtSBDC can assist you. Contact your local office through [www.vtsbdc.org](http://www.vtsbdc.org)
- ✓ Contact local officials for “after” federal disaster declaration

### **Step 2: Reporting:**

- **Businesses reporting damage:** call the Agency of Commerce and Community Development at (ACCD) at 828-3211. They will collate info for VEM and FEMA. ACCD will also make referrals for financing and technical assistance.
  - **You will need to have:**
    - name of business
    - location (complete address)
    - description of damage
    - point of contact
    - date damage occurred.
    - There are additional questions for historic properties.
- **Farms reporting damage:** To report damages to property including but not limited to barns, milking parlors, crops, fields, equipment, etc., contact:
  - Your county USDA Farm Service Agency (<http://offices.sc.egov.usda.gov/locator/app?state=vt&agency=fsa>) OR;
  - Your county Natural Resources Conservation Services office (<http://www.vt.nrcs.usda.gov/contact/index.html>).
  - Organizations such as the Vermont Farm Bureau (802-434-5646) or NOFA Vermont (802-434-4122) can also be called. These organizations will send a summary of the information to the Agency of Agriculture which will forward it to VEM.
  - Farmers experiencing loss of crops due to flooding should contact their crop insurance agent as well as the USDA Farm Service Agency (802-658-2803).

### Step 3: Funds

- At this point (9.1.11) the Presidential Declaration has not been signed so FEMA funding programs have not been activated. This will happen shortly and I will provide info as soon as we have it.
- Emergency Flood Assistance Program for Businesses  
This program, administered by VEDA, is up and running. It will provide \$10 million of very low interest, no first year payment, loans to businesses which suffered losses due to flooding. Interested businesses should go to VEDA's website (<http://www.veda.org/>) for more information.

### Step 4: Letting customers know you are open:

- Attention Lodging Properties: Megan Smith, Commissioner, Tourism & Marketing suggests:
  - In the face of the difficult publicity surrounding flooding here in Vermont, it is critically important that we communicate to the traveling public that much of Vermont is open. One of the best ways you can do that proactively is to post room availability on VermontVacation.com immediately and daily!  
<http://vermonttravelplanner.org/TravelPlanner/RoomsAvailable.aspx>
- Also go to <http://www.facebook.com/VisitVT> and add your "open" info to the VT Chamber of Commerce Facebook page.
- If you have not already done this we suggest that you let all your customers know that you are open and the best routes to take to get to you via:
  - Email
  - Your own Facebook page
  - A posting on the home page of your website (nice and big)
  - On your answering machine.
- Also contact your local Chamber of Commerce and find out how they are helping.

### Other resources:

#### Storm Recovery Resources

Vermont Emergency Management Website: This site includes the latest updates and helpful information: <http://vem.vermont.gov>.

#### Vermont Emergency Management Facebook Page:

The most up to date information for VEM can be found on their Facebook page. If you "like" VEM on Facebook you will be given automatic updates on your Facebook homepage as their status changes. Includes great links to press releases and other information. Find it at:

<http://www.facebook.com/pages/Vermont-Emergency-Management/142566220102>

**Returning to Your Home:** For information on cleaning up your home after flooding, visit:

<http://vem.vermont.gov/home/return>.

**Fuel Tanks:** If you find a fuel tank on your property or floating in flood waters, please contact the Vermont Fuel Dealers Association at 802-223-7750 or [info@vermontfuel.com](mailto:info@vermontfuel.com).

**Vermont Travel Information Services:** For the latest information on road closures, call 511 or visit: <http://www.511vt.com/>.

**Ride Share:** This site is designed for commuters to find car pools, but can be a valuable asset for individuals whose cars are damaged or destroyed: <http://www.connectingcommuters.org/>.



### How To Connect With VtSBDC

NAME	COUNTIES SERVED	EMAIL ADDRESS	PHONE NUMBER
Brian DeClue	Bennington, Rutland		
<a href="mailto:bdeclue@vtsbdc.org">bdeclue@vtsbdc.org</a>			1-802-773-9147
Steve Paddock	Addison		
<a href="mailto:spaddock@vtsbdc.org">spaddock@vtsbdc.org</a>			1-802-388-7953
Debra Boudrieau	Windham, Southern Windsor		
<a href="mailto:dboudrieau@vtsbdc.org">dboudrieau@vtsbdc.org</a>			257-7731/885-2071
Dave Rubel	Washington, Lamoille	<a href="mailto:drubel@vtsbdc.org">drubel@vtsbdc.org</a>	
			1-802-223-4654
Deb Eibner	Orange, Northern Windsor	<a href="mailto:deibner@vtsbdc.org">deibner@vtsbdc.org</a>	
			1-802-295-3710
Steve Densham	Chittenden, Franklin		
<a href="mailto:sdensham@vtsbdc.org">sdensham@vtsbdc.org</a>			1-802-658-9228
Ross Hart	Caledonia, Essex, Orleans	<a href="mailto:rhart@vtsbdc.org">rhart@vtsbdc.org</a>	
			1-802-748-1014
Pat Travers	Champlain Islands		
<a href="mailto:ptravers@vtsbdc.org">ptravers@vtsbdc.org</a>			1-802-372-8400
Charley Ininger	(Start Up Specialist) Central Vermont	<a href="mailto:cininger@vtsbdc.org">cininger@vtsbdc.org</a>	
			1-802-279-9941
Laurel Butler	(Start Up Specialist) Northwest Vermont	<a href="mailto:lbutler@vtsbdc.org">lbutler@vtsbdc.org</a>	
			1-802-343-3233

**Longer Term: Business Continuity Plan – this is helpful in knowing what kinds of information you should have at your finger tips:**

Emergency contact list of employees and key customers/clients

Insurance policies and agent information

Emergency Action Plan – what are you going to do? Make an outline of first steps and actions...you will be grateful to have thought these first actions through.

Back up computer system/data files (if you are not automatically backing up thru your internet service provider and in that case have your password and any other relevant information)

Voice mail box number and remote password

List of suppliers and vendors

Inventory list (with \$ value) and pictures (or video)

Company assets (furniture and machinery – essentially anything non-inventory related that would have to be replaced) list (with \$ value) and pictures (or video)

Pictures on interior and exterior of business

Camera to document damage

Legal documents

- The name, phone number and email of your lawyer

Current financial documents

Last 3 year's tax returns

- The name, phone number and email of your accountant

Banking records including info on:

- Checking
- Savings
- Debit card
- Loans
- Line of Credit
- Also the name, phone number and email of your bank contact(s)

A list of credit cards with 800 #'s that the store uses

A list of all other passwords