



# FREQUENTLY ASKED QUESTIONS

## 1. What is OFB-EZ®?

OFB-EZ is a free business continuity tool designed to help even the smallest businesses focus on planning for any type of business interruption, so they can quickly re-open and resume operations following a disaster.

## 2. Who should use OFB-EZ?

OFB-EZ is designed for the small business owner.

## 3. How does OFB-EZ work?

Business owners can download the free OFB-EZ toolkit and create their own business continuity plan using eight modules. After completing the modules, business owners should make multiple copies of their plan and store them both at their business and in a safe, off-site location.

The OFB-EZ toolkit will enable small businesses to:

- Identify the business activities that are essential for continued operation during a disruption;
- Deal with risks faced by the organization; and
- Create an easy-to-use recovery plan tailored to the individual business, providing confidence if the worst occurs.

Multiple, fillable forms can be combined to create one complete document which can be:

- Printed and distributed to staff,
- Saved to your hard drive,
- Saved on a password-protected flash drive,
- Saved to the cloud,
- As well as many other options.

## 4. Do you need to know anything about creating a business continuity plan to use OFB-EZ?

No. This unique, easy-to-use tool does not require any previous experience with or knowledge of business continuity planning.

## 5. Will OFB-EZ be expanded to include emergency response planning, crisis communication planning, etc.?

Additional supplements will be added periodically to assist business owners with having a complete business continuity toolbox of plans needed to recover from any type of business disruption.

Visit [DisasterSafety.org/Open-for-Business](https://DisasterSafety.org/Open-for-Business) to download the free business continuity tool and begin your planning process.

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IBHS is an independent, nonprofit, scientific and educational organization supported by the property insurance industry. The organization works to reduce the social and economic effects of natural disasters and other risks to residential and commercial property by conducting research and advocating improved construction, maintenance and preparation practices.