



## ***NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION***

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Dear Cities and Businesses,

I would like to make you aware of my position of Disaster Recovery Coordinator for Northwest Iowa Planning and Development Commission in Spencer, IA. I have been employed to assist businesses in disaster preparedness and businesses continuity planning.

It is imperative that businesses have a plan in place to get themselves up and going after a disaster occurs. We all know how important these businesses are in the vitality of our cities and small towns. I would appreciate your assistance in helping me identify businesses who may want to put a disaster recovery plan in place. Currently there are funds set aside to complete these plans, so there is no cost to the business. I also have checklists and templates that make the job of plan creation much simpler.

Business owners, or those who know owners in your city who might be interested in such assistance, please have them contact me, or forward me their information and I will contact them. No businesses are too small to be affected by a disaster or to have this plan in place. Thanks for your support and assistance. If you have any questions or comments, or would like a preview of the process, feel free to contact me.

Sincerely,

Reilly Wagenbach, Disaster Recovery Coordinator.  
Northwest Iowa Planning and Development Commission  
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