

# Master Disaster Preparedness Checklist

Name \_\_\_\_\_

Date Taken \_\_\_\_\_



DISASTER PREPARATIONS	BY WHOM	BY WHEN	DONE
<p>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. Especially important are the employee emergency action steps, including an evacuation plan if needed.</p> <p><b>NOTE:</b> This action plan is the immediate plan in the face of an emergency and what you should have prepared so that you can look at recovery. For what happens the day after the disaster see the Disaster Recovery Guide.</p>			
Established Chain of Command.			
Emergency contact list of employees and key customers.			
Established employee contact protocol. Account for possible phone and internet service interruptions.			
Back up computer system and data files. If you automatically back up to the cloud, have your user name and password. If you use a hard drive back up, ensure it is in a different location than your main computer.			
Any voicemail box numbers and remote passwords.			
A list of all company cell phones distributed to employees with numbers and their access information (passcode).			
Insurance policies and agent information.			
List of suppliers and vendors. Include all utilities with account numbers, user names and passwords. If possible a list of current orders placed or in transit.			

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OPERATIONS KNOWLEDGE	BY WHOM	BY WHEN	DONE
Inventory list (with \$ value) and pictures and/or video.			
List of all company assets (furniture and machinery – essentially anything non-inventory related that would have to be replaced) (with \$ value) and pictures and/or video.			
Pictures of interior and exterior of business. A building site map if available.			
Camera/phone to document physical damage. Extra batteries and portable phone chargers.			
Access to or copies of legal documents and the name, phone number and email of your lawyer.			
Access to or copies of all current financial documents.			
Access to or copies of the last 3 year's tax returns and the name, phone number and email of your accountant/ bookkeeper.			
Access to or copies of all banking records including info on (Checking; Savings; Debit card; Loans & Lines of Credit) and the name, phone number and email of your bank contact(s).			
List of all electronic payments/automatic withdrawals with user name and passwords.			
A list of company credit cards with user names and passwords and security codes. And the 800 #'s of the issuer.			
A list of all other passwords. Including a list of which employees have access to what software/accounts with their user names and passwords if they differ.			
If leasing the business location: a copy of the lease and the landlords name/phone number and email.			
Access to all Intellectual Property/Trade Secrets. For example, recipes if you are a value-added food producer.			

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OPERATIONS KNOWLEDGE	BY WHOM	BY WHEN	DONE
Access to your website and web server with user name and passwords. Info on your web master/designer if they are not on staff.			
List of all Social Media accounts with user name and passwords. List of all employees who have permission to access and their user names and passwords if they differ.			
Copies of or access to employee files and the employee handbook.			
Copies of or access to the customer data base (especially top tier customers or customers with outstanding orders due).			
List of all relevant Local/State/Federal emergency services.			
List of all relevant State and Local officials.			
Decision on who will be the designated “face” and communicator for the business to customers/vendors/the public in case of any emergency.			
Floor plan of space and exits.			
Emergency staff and customer evacuation plan.			
With notice (i.e. potential storm/flooding) plan to move inventory and computers, etc.			
Set a schedule for reviewing the above checklist on at least an annual basis (especially AFTER an event to be able to add items you wished you had considered).			