



PLAN TO STAY IN BUSINESS: KEY BUSINESS FUNCTIONS

List your organization's key functions and what you will do to make sure that you can return to business after an emergency. Key business functions are activities that are important to your organization's survival and to the continuation of business operations. These can include vital documents or equipment, financial information, etc.

Key business function: _____

Responsible for planning: _____

Contact(s) that support this function: _____

Phone (work/cell): _____

Email (work/personal): _____

Key business function: _____

Responsible for planning: _____

Contact(s) that support this function: _____

Phone (work/cell): _____

Email (work/personal): _____

Key business function: _____

Responsible for planning: _____

Contact(s) that support this function: _____

Phone (work/cell): _____

Email (work/personal): _____



PLAN TO STAY IN BUSINESS: CRITICAL EMPLOYEES

List staff members with assigned responsibilities during an emergency.

Name/Role: _____
Phone (home/work/cell): _____
Email (work/personal): _____
Language(s) spoken: _____
Accommodations needed: _____

Name/Role: _____
Phone (home/work/cell): _____
Email (work/personal): _____
Language(s) spoken: _____
Accommodations needed: _____
Responsibilities during an emergency: _____

Name/Role: _____
Phone (home/work/cell): _____
Email (work/personal): _____
Language(s) spoken: _____
Accommodations needed: _____

Name/Role: _____
Phone (home/work/cell): _____
Email (work/personal): _____
Language(s) spoken: _____
Accommodations needed: _____
Responsibilities during an emergency: _____



PLAN TO STAY IN BUSINESS: IMPORTANT DOCUMENT

Keep copies of important records you may need in a waterproof, fireproof, portable container. Extra copies should be stored at a back-up location, including:

- Building plans
- Insurance policies
- Employee contact and identification information
- Bank account records
- Tax records (three years of records for insurance purposes)
- Supplier and shipping contact lists
- Backups of computer data
- Licenses/permits, if applicable

These documents are located on site: _____

These documents are located off site: _____

- Network/cloud
- Hard drive
- Computer/laptop/tablet
- USB drive/CD
- Other:

Notes: _____



PLAN TO STAY IN TOUCH: EMPLOYEE CONTACT INFORMATION

List all employees in the spaces below, and include their contact information and additional needs, if any (i.e., disabilities and other access and functional needs). Make sure you have a way to notify your employees if an emergency happens.

Employee Name	Role	Phone	Email	Needs

Notes: _____



PLAN TO TAKE ACTION: EMERGENCY ACTION PLAN

Make a plan for how everyone will keep in touch if an emergency occurs.

Employee Alerting System

Emergency communications manager: _____

Call tree: _____

Hotline/"I'm okay" number: _____

Email alert: _____

Text message alert: _____

Instant message alert: _____

Other: _____

Meeting place in your business' neighborhood: _____

Meeting place outside the neighborhood: _____

Out-of-area contact: _____

Fire safety staff: _____

Safety manager: _____

Shut-down manager: _____

Staff certified in CPR/AED: _____

Location of equipment: _____

Staff certified in first aid: _____

Location of supplies: _____

Other: _____

Notes: _____



PLAN TO PROTECT YOUR INVESTMENT: EXTERNAL CONTACTS

List external contacts — including vendors, suppliers, resources, and utility providers that help your business function during and after an emergency.

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work/cell/fax): _____

Service(s) provided/ Equipment maintained: _____

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work/cell/fax): _____

Service(s) provided/ Equipment maintained: _____

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work/cell/fax): _____

Service(s) provided/ Equipment maintained: _____

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work/cell/fax): _____

Service(s) provided/ Equipment maintained: _____



PLAN TO PROTECT YOUR INVESTMENT: ASSETS

List the physical assets you will need to help your business function during and after an emergency.

Back-up Site

We have a back-up location: _____

Address: _____

Phone/Fax: _____

Access Considerations: _____

Item	Type/Description	Quantity	Primary Provider	Back-up Provider	Title/Version/Model #	Serial Number	Business Function

Notes: _____



KNOW HOW TO RESPOND: EMERGENCY SUPPLIES

All employees should have emergency supplies if they are ordered to evacuate or if they are required to stay where they are (i.e., shelter in place).

Go Bag Checklist

All employees should assemble a Go Bag – a collection of items you may need in an evacuation. Encourage everyone to have a Go Bag customized to meet personal needs. Store these bags in an easily accessible location. Go Bags should include:

- Battery-operated AM/FM radio and extra batteries or a hand crank radio
- Bottled water and non-perishable food, such as energy or granola bars
- Contact and meeting place information for home and work
- Copies of important documents in a waterproof and portable container (e.g., insurance cards, photo IDs, proof of address.)
- First aid kit
- Flashlight
- Lightweight rain gear and Mylar blanket
- Medication information and other essential personal items
- Small regional map
- Comfortable shoes
- Other items:

Emergency Supply Checklist

When preparing for emergencies, think first about basic survival: fresh water, food, clean air, and warmth. Check off items you already have and add those you will need:

- Battery-operated AM/FM radio and extra batteries or a hand crank radio
- First aid kit
- Flashlight
- One gallon of drinking water per person per day
- Nonperishable, ready-to-eat canned foods and manual can opener
- Personal hygiene items: soap, feminine hygiene products, toothbrush and toothpaste, etc.
- Phone that does not rely on electricity
- Whistle
- Other items:

Notes: _____