



Disaster Preparedness Checklist

...A New View

What if instead of looking at the items on this (or any...there are more than enough to choose from) Disaster Preparedness Checklist as items that aren't either relevant (it will never happen to me) or aren't as important as the day to day of running a business you looked at this list as making your business stronger in the here and now? What if you saw the completion of this list as all activities that made you stronger, more flexible, more prepared for the next opportunity? What if this were simply renamed?

We thought what if we looked at this list in relationship to the 4 basic business skill sets required of a successful business owner...then what will the list look like? It looks like this:

Disaster Preparedness Checklist	Leadership	Organization	Financial	Marketing
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 the employee emergency action steps.	X	X	X	X
Established Chain of Command.	X	X		
Emergency contact list of employees and key customers/clients.	X	X		
Established employee contact protocol.	X	X		
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).	X	X	X	
Voice mail box number and remote password.	X	X		
Insurance policies and agent information.	X	X	X	

Business Management Skills (4 Categories)
Category 1: Leadership
Administration
Leadership Communication
Personnel Policies
People Management
Innovation
Category 2: Organizational

List of suppliers and vendors. And a list of current orders placed or in transit.	X	X	X	
Inventory list (with \$ value) and pictures (or video).	X	X	X	
Company assets (furniture and machinery – essentially anything non-inventory related that would have to be replaced) list (with \$ value) and pictures (or video).	X	X	X	
Pictures of interior and exterior of business.	X	X	X	
Camera/phone to document physical damage.	X	X	X	
Access to or copies of legal documents and the name, phone number and email of your lawyer.	X	X	X	
Access to or copies of all current financial documents.	X	X	X	
Access to or copies of the last 3 year's tax returns and the name, phone number and email of your accountant.	X	X	X	
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).	X	X	X	
A list of credit cards with 800 #'s that the store uses.	X	X	X	
A list of all other passwords.	X	X		
Copies of or Access to employee files and the employee handbook.	X	X		
Copies of or access to the customer data base (especially top tier customers or customers with outstanding orders due).	X	X	X	X
List of all emergency services.	X	X		
List of all relevant State and Local officials.	X	X		

Planning
Organizational Management
Information Technology (IT)
Time Management
Decision-Making
Category 3: Financial
Accounting & Taxes
Financial Management
Cost Control
Pricing
Category 4: Marketing
Personal Selling
Promotion
Website & Social Media
Customer Relationships

dboudrieau@vtsbdc.org
802-689-2824