

Preparing for a Disaster:

There are steps that you can take as prepare for a disaster BEFORE it occurs and ways for you to protect your business, farm or cultural or historic resource. There are many organizations and resources available to assist. Below are some that can help you get started.

Preparation Checklist:

- A well charged cell phone
- Any emergency supplies that are always recommended:
 - Flashlights
 - Extra batteries
 - Water
- Emergency contact list of employees and key customers/clients
- Insurance policies and agent information
- 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.
- 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)
- Voice mail box number and remote password
- List of suppliers and vendors
- Inventory list (with \$ value) and pictures (or video)
- Company assets (furniture and machinery - essentially anything non-inventory related that would have to be replaced) list (with \$ value) and pictures (or video)
- Pictures on interior and exterior of business
 - *A special note for businesses who suffered physical damage from Irene: document those repairs (photos of present conditions especially) so there is no question of which storm caused what specific damage.*
- Camera to document new damage if it occurs
- Legal documents
 - The name, phone number and email of your lawyer
- Current financial documents
- Last 3 year's tax returns

- The name, phone number and email of your accountant
- Banking records including info on:
 - Checking
 - Savings
 - Debit card
 - Loans
 - Line of Credit
 - Also the name, phone number and email of your bank contact(s)
- A list of credit cards with 800 #'s that the store uses
- A list of all other passwords