

DISASTER PREVENTION CHECKLIST

A checklist for the workplace in the event of approaching disaster

Retrieve anything in a safe, firebox, or filing cabinet such as:

- Insurance documents
- Titles and deeds
- Investment and stock documents
- Personal information documents
- Contact Information of employees, customers, or vendors
- Warranty and receipts from any recent purchases
- Ownership and lease documents
- Accounting, payroll, and any additional financial records
- Inventory documents, Tax records, HR records
- Any personal documents or information

Move offsite any significant information stored in/on:

- Backup computer data
- Computer files (CD, flash, or floppy)
- Video recording of home and or office and belongings
- Photos of home and or office and belongings
- Any portable electrical devices (PDA, Blackberry, laptop)
- Any battery packs or chargers for electrical devices
- Notepad, journal, and/or planner

These are a few things to do after the previous items were retrieved:

- Unplug all electrical devices
- Have an email prepared in order to contact employees, customers, and vendors and be prepared to update website remotely, if possible
- Make sure all items of importance are 4-6" off of the ground