



## BUSINESS “GO BOX” CHECKLIST



The “Go Box” contains copies of important documents, equipment and supplies essential for the business to continue to operate. It should be stored in a fire-proof secure container in an alternate location. Below are recommended items; however, each business unit should discuss and specifically designate the contents of their “Go Box”.

### Recommended “Go Box” contents:

<input type="checkbox"/> Copy of emergency contact list of employees and key customers/clients
<input type="checkbox"/> Copy of insurance policies, agent contact information
<input type="checkbox"/> Copy of listing of emergency vendors (contractors, plumbers, electricians, restoration contractors, mold remediation, etc.)
<input type="checkbox"/> Copy of listing of vendors & suppliers (and alternates) essential for mission critical activities
<input type="checkbox"/> Back up files/ tapes or server(s) of electronic data
<input type="checkbox"/> Copy of essential policies, emergency procedures, Business Continuity Plans
<input type="checkbox"/> General Office supplies plus any special forms, etc. used in your business
<input type="checkbox"/> Engineering Plans and Drawings for your property
<input type="checkbox"/> Wrench or Pliers to turn off utilities
<input type="checkbox"/> Cash to pay employees in case banks are closed after the event. Those receiving lower wages are typically hit hardest and have the greatest need following hurricane events.
<input type="checkbox"/> Camera or other video recording device.
<input type="checkbox"/> Copy of property inventory for insurance purposes (a video recording is excellent.)

**Emergency Supplies:** Below are the most important items for your kit at home or at the office. The amount of food and water should reflect what is necessary for a minimum of three days. Stock up today and store in a water resistant container. Replenish as necessary, especially at the beginning of hurricane season, June 1.

<input type="checkbox"/> Water, one gallon of water per person per day, for drinking and sanitation.
<input type="checkbox"/> Food, at least a three-day supply of non-perishable food
<input type="checkbox"/> Battery-powered radio and extra batteries
<input type="checkbox"/> Flashlight and Extra Batteries
<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Moist towelettes; hand sanitizer
<input type="checkbox"/> Non-electric Can Opener
<input type="checkbox"/> Plastic sheeting and duct tape to “seal the room”
<input type="checkbox"/> Garbage bags and plastic ties for personal sanitation
<input type="checkbox"/> Change of clothing , rain gear, sturdy shoes
<input type="checkbox"/> Extra blankets or sleeping bags and/or air mattress
<input type="checkbox"/> Personal hygiene items (toothbrush, toothpaste, deodorant, etc.)
<input type="checkbox"/> Mosquito Repellent
<input type="checkbox"/> Fire Extinguisher (small canister, ABC type)
<input type="checkbox"/> Quiet games, books, playing cards, etc.
<input type="checkbox"/> Instant tire sealer



## EVACUATION CHECKLIST



Evacuations are more common than many people realize, each year transportation and industrial accidents release harmful substances, forcing people to leave their homes. Fires and floods cause evacuation even more frequently. And almost every year people along the Gulf and Atlantic coasts evacuate in the face of approaching hurricanes. When community evacuations become necessary, local officials provide information to the public through the media.

<input type="checkbox"/> Implement the Call down to alert all employees of the danger and immediate evacuation
<input type="checkbox"/> Notify employees to secure their homes and families and when/where they should report
<input type="checkbox"/> Preserve Records (Bldg/Vehicle titles, Mortgage holder and account numbers, Banking info, Insurance Policies, Engineering Plans & Drawings, Product list & specifications, Employee Customer and Supplier Database, Personnel Files); Back up data files and take server (s) to a more secure site
<input type="checkbox"/> Preserve Equipment: Relocate to safer building, Elevate as high as possible, Move away from windows and doors, or Protect with plastic sheeting or bags and duct tape.
<input type="checkbox"/> Run through Business Continuity Plan to ensure the communications plans are up-to-date and employees are aware of responsibilities after the incident
<input type="checkbox"/> Check Disaster Supplies Kit
<input type="checkbox"/> Secure facility: Unplug appliances, Close and lock doors and windows.
<input type="checkbox"/> Turn off electricity, water, and gas
<input type="checkbox"/> (for wind event) Protect the windows and glass doors! If you do not have impact resistant windows, install shutters or plywood to cover glass. Brace double entry and garage doors at the top and bottom.
<input type="checkbox"/> (for wind event) Clear property or tie down any items that could become flying missiles in high winds, e.g. lawn furniture, potted plants, and trash cans.
<input type="checkbox"/> Fill fuel cars and equipment gas tanks and check oil, water and tires. Gas pumps do not operate without electricity.
<input type="checkbox"/> Obtain sufficient cash for business operations
<input type="checkbox"/> Follow recommended evacuation routes. Be Alert.
<input type="checkbox"/> Distribute maps with the community's evacuation routes, public sheltering locations, hospitals and partner organizations such as hotel or motels that will shelter your employees.
<input type="checkbox"/> Congregate at the appropriate meeting place outside of the building to verify all employees have evacuated the building
<input type="checkbox"/> Close the office in sufficient time to allow employees to secure their homes, obtain needed supplies and evacuate if necessary.

### Documentation Requirements for a SBA disaster Loan:

<input type="checkbox"/> Corporations/Partnerships: Copy of 3 years tax returns / 1 year personal tax returns on principles (affiliates with greater than 20% interest) / One year tax returns on affiliated business entity.
<input type="checkbox"/> Sole Proprietorships: Copy of 3 years tax returns with Schedule C
<input type="checkbox"/> Current Profit & Loss Statement (within 90 days)
<input type="checkbox"/> Listing of aged accounts receivables / payables
<input type="checkbox"/> Listing of inventory and Schedule of Liability
<input type="checkbox"/> Copy of balance sheet (as recent as possible)