

The Evacuation “BUSINESS CONTINUITY PLAN BOX”

The “**Box**” contains copies of important documents, equipment and supplies essential for the business to continue to operate, or for insurance and disaster documentation needed for loans in the aftermath of destruction. This information should be stored in a fire-proof/waterproof secure container in an alternate location. Below are recommended items; however, each business should discuss and specifically designate the contents of their “**Box**”. Some businesses might want to consider more than one “**Box**”.

Recommended “**Box**” contents:

- Copy of emergency contact list of employees and key customers/clients including all phone numbers.
- Voice mail box # and remote password information and instructions so you can change messages as needed providing information to employees so they can call in for instructions if they can not reach you by phone.
- Copy of insurance policies, agent contact information.
- Copy of listing of emergency vendors (contractors, plumbers, electricians, restoration contractors, mold remediation, etc.) This will save you the time of looking them up. You should also make contact with these making sure they are still in business, they still cover your area and they will be able and willing to provide service to you. Also discuss what type of payment they will take in an emergency situation.
- Copy of Listing of vendors & suppliers (and alternates) essential for mission critical activities
- Back-up files/tapes of electronic data from Server(s) and or Personal Computers
- Copy of essential policies, emergency procedures, Business Continuity Plans
- General Office supplies: pens, pencils, stapler, tape, paper, plus any special forms, etc. used in your business.
- Pictures of business inside and out. This includes home-based businesses.
- Other _____

Documentation Requirements for a disaster Loan or other type of assistance that might become available:

- 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
- Sole Proprietorships: Copy of 3 years tax returns with Schedule C

Sole Proprietorships, Corporations and Partnerships all need the following:

- Copy of Current Profit & Loss Statement (within 90 days)
- Copy of Listing of inventory
- Copy of Schedule of Liability
- Copy of Balance sheet (as recent as possible)
- Copy of all of your required licenses(County occupational License, City Business Tax License, State of Florida Professional License etc.)