



BUSINESS EMERGENCY KIT CHECKLIST

A disaster, no matter how great or small, can be a hectic time in both your professional and personal life. Preparing several kits for your business and making them easily accessible will help restoration procedures to begin immediately. This checklist will provide a breakdown of necessary items to initiate recovery. One of the primary functions of any recovery kit should be protecting important records and emergency items to ensure smooth reconstruction of vital information and operations following any disaster. Use this template as a guide and add or change descriptions as appropriate.

BUSINESS CONTINUITY PLAN: IMPORTANT RECORDS

Description	Included?	Quantity	Task Assigned To
Building plans	☐		
Insurance policies	☐		
Employee contact information	☐		
Bank account records	☐		
Tax records (at least 3 years)	☐		
Supplier and shipping contact lists	☐		
Licenses and permits	☐		
Contracts	☐		
Fixed asset inventory	☐		

TECHNOLOGY

Description	Included?	Quantity	Task Assigned To
Software installation disks	☐		
Software licensing keys	☐		
Hardware serial numbers	☐		
Backups of computer data	☐		

EMERGENCY ITEMS

Description	Included?	Quantity	Task Assigned To
Water (1 gallon per person per day)	☐		
3-day supply of nonperishable food and a manual can opener	☐		
Flashlight with extra batteries	☐		
Fully charged portable chargers with extra power cords	☐		
Battery-powered or crank radio	☐		
Whistle or bell	☐		
Personal hygiene items	☐		
Map of the area	☐		
Writing utensils and notepads	☐		

SANITATION SUPPLIES

Description	Included?	Quantity	Task Assigned To
Dust or filter masks	☐		
Moist towelettes	☐		
Plastic garbage bags	☐		
Paper towels	☐		

TOOLS

Description	Included?	Quantity	Task Assigned To
Duct tape	☐		
Pocket knife	☐		
Wrench or pliers to turn off utilities	☐		
Screwdriver	☐		
Lighter or matches (sealed in plastic bag)	☐		

GO BAGS FOR EMPLOYEES

Description	Included?	Quantity	Task Assigned To
Bottled water	☐		
Non-perishable food	☐		
Copies of important documents	☐		
Flashlight with extra batteries	☐		
Fully charged portable chargers with extra power cords	☐		
Battery-operated or crank radio	☐		
First aid kit	☐		
Emergency blanket	☐		
Lightweight rain gear	☐		
Change of clothes and shoes	☐		
Cash (\$200, including small bills)	☐		
Notepad and pen	☐		
Medication list	☐		
Medications and prescriptions	☐		
Contact information	☐		
Aerosol tire repair kits/ tire inflator	☐		
Service animal supplies	☐		
Back-up medical equipment	☐		