



EMERGENCY PLAN TEMPLATE

PLAN TO STAY IN BUSINESS: KEY BUSINESS FUNCTIONS

List your organization's key functions and what you will do to make sure that you can return to business after an emergency. Key business functions are activities that are important to your organization's survival and to the continuation of business operations. These can include vital documents or equipment, financial information, etc.

Function 1

Key business function: _____

Responsible for planning: _____

Support contact(s): _____

Phone (work and cell): _____

Email (work and personal): _____

Function 2

Key business function: _____

Responsible for planning: _____

Support contact(s): _____

Phone (work and cell): _____

Email (work and personal): _____

Function 3

Key business function: _____

Responsible for planning: _____

Support contact(s): _____

Phone (work and cell): _____

Email (work and personal): _____

Insurance Information

Insurance provider: _____

Policy number(s): _____

Name of agent: _____

Phone (work and cell): _____

Fax: _____

Email: _____

Notes

PLAN TO STAY IN BUSINESS: CRITICAL EMPLOYEES

List staff members with assigned responsibilities during an emergency.

Staff 1

Name and Role: _____

Phone (home, work, and cell): _____

Email (work and personal): _____

Language(s) spoken: _____

Accommodations needed: _____

Emergency responsibilities: _____

Staff 2

Name and Role: _____

Phone (home, work, and cell): _____

Email (work and personal): _____

Language(s) spoken: _____

Accommodations needed: _____

Emergency responsibilities: _____

Staff 3

Name and Role: _____

Phone (home, work, and cell): _____

Email (work and personal): _____

Language(s) spoken: _____

Accommodations needed: _____

Emergency responsibilities: _____

Staff 4

Name and Role: _____

Phone (home, work, and cell): _____

Email (work and personal): _____

Language(s) spoken: _____

Accommodations needed: _____

Emergency responsibilities: _____

Notes

PLAN TO STAY IN BUSINESS: IMPORTANT DOCUMENTS

Keep copies of important records you may need in a waterproof, fireproof, portable container. Extra copies should be stored at a back-up location. Include the following:

- ☐ Building plans
- ☐ Insurance policies
- ☐ Employee contact and identification information
- ☐ Bank account records
- ☐ Tax records (three years of records for insurance purposes)
- ☐ Supplier and shipping contact lists
- ☐ Backups of computer data
- ☐ Licenses and permits, if applicable
- ☐ Contracts
- ☐ Fixed asset inventory
- ☐ Other priority documents

These documents are located on site:

These documents are located off site:

- ☐ Network or cloud
- ☐ Hard drive
- ☐ Computer, laptop, or tablet
- ☐ USB drive or CD
- ☐ Other:
- ☐ Other:

Notes

PLAN TO STAY IN TOUCH: EMPLOYEE CONTACT INFORMATION

List all employees in the spaces below, and include their contact information and additional needs, if any (i.e., disabilities and other access and functional needs). Make sure you have a way to notify your employees if an emergency happens.

Employee Name	Role	Phone	Email	Needs

Notes

PLAN TO TAKE ACTION: EMERGENCY ACTION PLAN

Make a plan for how everyone will keep in touch if an emergency occurs.

Employee Alerting System

Emergency communications manager: _____

Call tree: _____

Hotline or “I’m okay” number”: _____

Email alert: _____

Text message alert: _____

Instant message alert: _____

Other: _____

Evacuation Plan

Meeting place near business: _____

Meeting place away from business: _____

Out-of-area contact: _____

Safety Staff

Fire safety staff: _____

Safety manager: _____

Shut-down manager: _____

Medical Emergencies

Staff certified in CPR and
AED:

Location of equipment:

Staff certified in first aid:

Location of supplies:

Other:

Notes

PLAN TO PROTECT YOUR INVESTMENT: EXTERNAL CONTACTS

List external contacts — including vendors, suppliers, resources, and utility providers that help your business function during and after an emergency.

External Contact 1

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work, cell, and fax): _____

Email: _____

Services or equipment provided: _____

External Contact 2

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work, cell, and fax): _____

Email: _____

Services or equipment provided: _____

External Contact 3

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work, cell, and fax): _____

Email: _____

Services or equipment
provided: _____

External Contact 4

Company name: _____

Account number (if applicable): _____

Name of contact: _____

Phone (work, cell, and fax): _____

Email: _____

Services or equipment
provided: _____

Notes

PLAN TO PROTECT YOUR INVESTMENT: ASSETS

List the physical assets you will need to help your business function during and after an emergency.

Back-Up Site

Back-up location name: _____

Address: _____

Phone (general and fax): _____

Access considerations: _____

Item	Type/Description	Quantity	Primary Provider	Back-up Provider	Title/Version/ Model Number	Serial Number	Business Function

Notes

KNOW HOW TO RESPOND: EMERGENCY SUPPLIES

All employees should have emergency supplies if they are ordered to evacuate, or if they are required to stay where they are (i.e., shelter in place).

Go Bag Checklist

All employees should assemble a Go Bag – a collection of items you may need in an evacuation. Encourage everyone to have a Go Bag customized to meet personal needs. Store these bags in an easily accessible location. Go Bags should include:

- ☐ Bottled water
 - ☐ Non-perishable food, such as granola bars
 - ☐ Copies of your important documents in a waterproof container (e.g., insurance cards, photo IDs, proof of address, bank account records, etc.)
 - ☐ Flashlight with extra batteries
 - ☐ Fully charged portable chargers with extra power cords
 - ☐ Battery-operated or crank AM/FM radio
 - ☐ First aid kit
 - ☐ Emergency blanket
 - ☐ Lightweight rain gear
 - ☐ Change of clothes and comfortable shoes
 - ☐ Cash (\$200, including small bills)
 - ☐ Notepad and pen
 - ☐ List of the medications you take, why you take them, and their dosages
 - ☐ Several days' supply of prescriptions and over-the-counter medications
 - ☐ Contact information for your household and members of your support network
 - ☐ Aerosol tire repair kits and/or tire inflator to repair wheelchair or scooter tires
 - ☐ Supplies for your service animal or pet (e.g., food, extra water, bowl, leash, cleaning items, vaccination records, and medications)
 - ☐ Back-up medical equipment (e.g., glasses, contacts, contact solution, batteries)
 - ☐ Other personal items:
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Business Emergency Kit Checklist

When preparing for emergencies, think first about basic survival: fresh water, food, clean air, and warmth. Check off items you already have and add those you will need:

- ☐ One gallon of drinking water per person per day
- ☐ 3-day supply of nonperishable canned foods and a manual can opener
- ☐ Flashlight with extra batteries
- ☐ Fully charged portable chargers with extra power cords
- ☐ Battery-operated or crank AM/FM radio
- ☐ Whistle or bell
- ☐ Emergency tools (e.g., wrench or pliers to turn off utilities, fire extinguisher, first aid kit)
- ☐ Duct tape
- ☐ Pocket knife
- ☐ Screwdriver
- ☐ Matches in a waterproof container
- ☐ Personal hygiene items (soap, feminine hygiene products, toothbrush, toothpaste, etc.)
- ☐ Map of the area
- ☐ Writing utensils and notepads
- ☐ Dust or filter masks
- ☐ Moist towelettes
- ☐ Plastic garbage bags
- ☐ Paper towels
- ☐ Other items:

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