

# Evacuation Checklist

## BUSINESS CONTINUITY AND DISASTER RECOVERY

Like families, businesses should have evacuation plans while your employees are at work. To make your recovery as smooth as possible, we encourage you to educate your employees on the items they may want to bring with them during evacuation. To help you with this process, we have created the following checklist of suggested items. You may need to skip some things and add a few others for your organizational needs, but this is a great place to start! Take the extra time now to gather essential belongings and tools in a single, transportable bag. When the unexpected happens, we promise you'll be happy you did.

## ITEMS TO INCLUDE

Cellphone, containing key emergency contacts, passwords, and charger

Identification and wallet/cash/credit cards

Car/house keys and office keys or key fob

Laptop and charger

Office phone roster (including personnel emergency contacts' information)

Office floor plans (to aid in possible search/ rescue efforts)

Calendar/day planner

Server backup tapes or drives

Fully charged external battery pack with at least 10,000 mAh

Disaster plan or emergency procedure manual

Flash drive with critical documents, employee information, emergency plans/procedures, asset inventories, and insurance information

First aid supplies

Password book/document

Basic office supplies

Ethernet cables