Disaster Planning Guidelines

Areas to address before a disaster strikes:

- Prepare a disaster plan - including evacuation procedure, critical systems backup plan, employee contact list, medical trained personnel, off site data storage, backup location for office and manufacturing, emergency management plan, remote internet and phone service, method to notify employees to return to work.
- Supplier and customer contingency plan - including contact information, schedules...
- Alternative manufacturing plan to minimize customer disruption
- Make sure you do the following to apply for disaster assistance:
  - Keep most current 3 years of Federal Income Tax Returns of the applicant for a disaster loan, including all schedules, in a safe location off site with available access during the disaster (needed to apply for disaster loan).
  - Keep a current business balance sheet (within 90 days), profit and loss statement, and schedule of liabilities in a safe location off site with available access during the disaster (needed to apply for disaster loan).
  - Keep a current personal financial statement in a safe location off site with available access during the disaster for all sole proprietors, or 20% owners/partners in the company (needed to apply for disaster loan).
  - List of equipment and inventory with description of items (needed to apply for physical damage disaster loan).
  - Contact information for your Insurance Company, copy of your proof of loss and declaration page of the policy (needed to apply for economic injury disaster loan).