

## Can you Survive a Disaster?

### An Emergency Checklist

Experience is the best teacher and if you have experienced a disaster that disrupted a business, you probably have learned some very valuable lessons. One thing is clear; no solution can provide 100% protection. Robust Business Continuity Plans provide significant protection against disasters, but they also require independent "shadowing" of operations and are expensive.

For small and medium size companies, a full-blown Business Continuity Plan as developed by a large company is much more than they need and perhaps more than they can afford. Resources are limited and business owners, know to work smarter, not harder to ensure existence. However, just backing up a computer hard drive is by far not enough to recover if a disaster is experienced.

If you do nothing else in addition to system backups, have an Emergency Checklist. After a disaster, people do not have time to think – they need to act.

At a minimum, the Emergency Checklist should contain:

- A Call Log – a place to list everyone contacted, the date, time and their response
- Critical Telephone Numbers List such as Fire Department, Police, Media, and Building Contact
- Employee Call List
- Key Notification List containing key vendors and/or suppliers.
- Insurance Coverage List
- Minimum Hardware and Software List
- Procedures and location of backup data
- Other items such as keys and the contact person for lock combinations.

**AND,**

Perhaps most important, the checklist should be printed. Maintaining the checklist on your computer is fine, but if there is a disaster, you can not count on the availability of your computer or anyone else's computer.

Keep in mind --

An Emergency Checklist does not take the place of a Business Continuity Plan, but it will assist you if there is a disaster.

For more information on LAD Enterprizes  
write to [info@ladenterprizes.com](mailto:info@ladenterprizes.com) or  
visit the website at [www.ladenterprizes.com](http://www.ladenterprizes.com) or  
call 610.429.3122

