

Business Disaster Preparedness Planning Checklist



NCMEP Urges Importance of Business Disaster Preparedness Planning

As disasters continue to grow in frequency and severity, North Carolina Manufacturing Extension Partnership (NCMEP) is urging the importance of disaster preparedness planning for businesses.

While there is no substitute for a comprehensive preparedness program, the following steps serve as a guideline to help mitigate loss in the event of unexpected disaster.

Build a Business Continuity Kit to Take with You

- Business Continuity Plan—your business plan when the worst happens; a good one will give you the best chance to stay a viable business in hard times
- Basic disaster supplies kit
- Tax records—minimum of three years
- Insurance policies
- Human resource records
- Current personnel, supplier, customer and stakeholder contact lists
- Payroll provider and financial institution contact lists
- Accounts receivable and payable
- Lease agreements or property title
- Photo inventory of facility, equipment, materials and finished goods
- Detailed list of all materials and finished goods*
- Detailed list of capital equipment*
- Detailed list of office furniture and equipment, software, etc.*
- List of alternate office/manufacturing spaces

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Task List (especially applicable for flood emergencies)

If time allows, before leaving the premises, do the following:

- Remove servers and computers (if you cannot move computers, pull the hard drives)*
- Remove valuable equipment—high producers and/or older equipment for which finding replacement motors that match
- Footprint and other components would be difficult
- Remove controllers and motors from equipment; if not possible, remove batteries from controllers
- Raise all machine heads to their highest level
- Retract all hydraulic and air cylinders
- Review inventory racking; if impossible to remove inventory from the building, move high-dollar inventory to top and lowdollar
- Inventory to bottom
- Protect your high-dollar equipment, tooling, and parts
- Move consigned items and customer-owned items to protected place
- Take advantage of hoists to elevate items
- Grease machine surfaces that are prone to rust, especially bearings
- Shut off all power

Other Considerations

- Identify the official voice of the company—communication is key
- Identify a rallying point/communication plan for employees, customers and suppliers
- Remember that utilities and resources may be rationed or not available
- Remember that critical items will sell out quickly (e.g., generators, gloves, boots, masks)
- Secure bank safety deposit boxes; arrange access to your critical documents

* Include information regarding brand name, where/when purchased, etc.. This will be critical for insurance filing and loss verification.



NCMEP is administered by NC State Industry Expansion Solutions (IES) and is joined by partners from the North Carolina Community College System, NCWorks Customized Training; the Economic Development Partnership of NC; the Polymers Center of Excellence; the Manufacturing Solutions Center; North Carolina A&T State University; and UNC Charlotte.