

Mobile Office Emergency Checklist

Company Documents

In case your office is not physically accessible or is damaged, ensure you have access to important documents and records that will help you recover quickly after the disaster. At a minimum, the following business records and data should be stored in the cloud and/or on digital media in an offsite facility:

- Bank statements
- Company financials (annual report, income statements, cash flow, shareholders' equity, balance sheets)
- Insurance policies
- Tax returns
- Lease agreements
- Client/Customer files
- Employee identification information (security access information)
- Website (content backup)
- Video/Photos of office (especially high-priced items for insurance and casualty loss claims)

Emergency Contacts Lists

Keep on-hand a printed listing of phone numbers and contact information that are crucial to business operations. These would include:

- Local police, fire, and ambulance services
- Employee contact information
- Banks
- Lawyers
- Accountants/Bookkeeper
- Suppliers/Vendors (and out-of-area back-ups or alternates in case local partners are affected adversely too)
- Subcontractors

Other Emergency Supplies

- Cash
- Plastic containers
- Maps of the local area (if no internet)
- Spare keys
- Spare mobile phone (with a solar charger)