

DISASTER RECOVERY CHECKLIST



In the aftermath of a man-made or natural disaster, you and your company will have a number of concerns to account for as you prepare to reopen for business. Follow this checklist to ensure that you take the proper steps to recover after a disaster strikes.

RECOVERY STEPS	
Contact your insurance provider(s) to start the claims process.	<input type="checkbox"/>
Assess damage: <ul style="list-style-type: none">- Make note of any structural damage to building(s).- Note any damage to equipment, machinery or company vehicles.- Note any lost or damaged inventory (both materials for business use and products for sale).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
As they come to your attention, compile a list of concerns that must be addressed before you are able to reopen.	<input type="checkbox"/>
Contact employees, suppliers and customers to inform them of any disruptions in operation and an anticipated date when they can expect it to resume.	<input type="checkbox"/>
If you have concerns that damage to a building could pose a safety hazard to employees or customers, have the building professionally inspected.	<input type="checkbox"/>
Properly secure the building while repairs are being made or if relocation of business activity is necessary.	<input type="checkbox"/>
Ensure utilities are restored and in safe working order before resuming business operations.	<input type="checkbox"/>
Properly repair and clean facility to ensure the environment is free of any safety hazards before resuming business operations.	<input type="checkbox"/>

FINANCIAL CONCERNS	
File a claim with your Business Interruption/Business Income insurance provider.	<input type="checkbox"/>
Determine the amount of lost income the disaster has caused.	<input type="checkbox"/>
Compile the following information to share with you insurance adjuster: <ul style="list-style-type: none">- Sales records and history- Profits and loss statements or income tax forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Consider any financial responsibilities you may have, such as payroll or scheduled payments to creditors.	<input type="checkbox"/>
Keep detailed records of all expenses incurred during the recovery process.	<input type="checkbox"/>

This checklist is not intended to identify all hazards, or reflect all requirements of federal, provincial or local law. Additional measures may be required beyond those identified by this checklist.