

EXERCISE: Call together the key people in your organization to answer the following, “If at this very moment we had to leave this building, could take nothing with us and could not return could we still operate this business? Can individuals still perform their job function? Can our customers/clients find us?”

Here is the list that was generated by the Central Rhode Island Chamber staff engaging in this exercise.

Gather items together in one box and store it at another location...just in case.

- Determine an offsite workplace / Storage / Production facility  
Is it safe? Is it in a flood zone? Accessible?
- Offsite computer -with software, don't forget to update it
- A copy of each piece of software the business uses
- Staff notification policy - How to notify them, have them check in, where/how
- A list of the staff with various contact numbers (home, cell, family member)
- Copies of bank statements (one for each account)
- A copy of a bill from each key vendor/supplier/primary company you do business with. This will contain all the pertinent contact information and account numbers.
- Blank checks
- Debit/Credit Card
- Copies of Insurance Policies
- Copies of Warranties/Licenses/Major Purchases
- Double-check your backup method and media (Is it blank?)
- Print a list of company phone numbers, your communications carrier and contact information. You will be able to quickly forward all calls to an alternative number so that you don't lose touch with your customers/clients
- A printed list of contact information for your members/customers/clients (If you don't have electricity this will be your only source)
- A printed list of account numbers, email usernames/passwords, registrations
- Do you need a generator?
- If you are dependent on product for production - determine alternate suppliers/transportation

For each of these steps there are experts in the field who can help you assess exactly what you need. For a list of experts please call 401-732-1100.



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