

# What to take when you evacuate.

Like families, businesses should have plans in place in the event an evacuation is required while your employees are at work. In order to make your recovery as smooth as possible, we encourage you to educate your employees on the items they may want to bring with them in the event of an evacuation. To help you with this process, we have created the following checklist of suggested items. You may need to skip some items and add a few others for your organizational needs, but this is a great place to start! Take the extra time now to gather important belonging and tools in a single, transportable bag. When the unexpected happens, we promise you'll be happy you did.

- | ✓                        | ITEMS TO INCLUDE  |
|--------------------------|---|
| <input type="checkbox"/> | Cellphone, containing emergency contacts, passwords and charger           |
| <input type="checkbox"/> | Identification and wallet/cash/credit cards                               |
| <input type="checkbox"/> | Car/house keys and office keys or key fob                                 |
| <input type="checkbox"/> | Laptop and charger  |
| <input type="checkbox"/> | Office phone roster (including personnel emergency contacts' information) |
| <input type="checkbox"/> | Office floor plans (to aid in possible search/rescue efforts)             |
| <input type="checkbox"/> | Calendar/day planner  |
| <input type="checkbox"/> | Server backup tapes or drives   |
| <input type="checkbox"/> | Disaster plan or emergency procedure manual                               |

- | ✓                        | ITEMS TO INCLUDE   |
|--------------------------|--|
| <input type="checkbox"/> | Flash drive with critical documents, employee information, emergency plans/procedures, asset inventories and insurance information |
| <input type="checkbox"/> | First-aid supplies   |
| <input type="checkbox"/> | Personal medications   |
| <input type="checkbox"/> | Password book/document   |
| <input type="checkbox"/> | Basic office supplies (pen and paper)  |
| <input type="checkbox"/> | Network cables (Ethernet)  |
| <input type="checkbox"/> | Bottled water and non-perishable food  |
| <input type="checkbox"/> | Flashlights (preferably LED, which last longer than traditional flashlights)   |
| <input type="checkbox"/> | Fully charged external battery pack with at least 10,000mAh.   |

Taking the time now to direct your employees to collect important belongings and tools may allow your organization to recover from an emergency more quickly as a result of this preparation.