



SMALL BUSINESS EMERGENCY TOOLBOX CHECKLIST

CRISIS COMMUNICATION PLAN

- Contact list of employees, vendors, clients, and emergency services
- Pre-written email/text templates for system outages, closures, or delays
- Designated spokesperson (who communicates internally & externally)
- Backup communication method (e.g., group text app, Slack, phone tree)

CASH RESERVE & EMERGENCY FUNDS

- Business savings account with 3-6 months' operating expenses
- Line of credit or alternative funding source
- Emergency payroll plan
- Contact information for bank and/or financial advisor

DATA BACKUP & CYBERSECURITY

- Regular cloud backups of files, contracts, and accounting data
- Password manager with multi-factor authentication enabled
- Antivirus and firewall protection on all devices
- Backup laptop/phone or plan for quick device replacement

EMERGENCY OPERATIONS KIT

- Portable chargers and power banks
- Mobile hotspot or backup WiFi solution
- Printed copies of critical documents (insurance, vendor contracts, key contacts)
- First aid kit, flashlight, extra batteries, bottled water (for physical locations)
- Remote work plan for employees

LEGAL, INSURANCE & COMPLIANCE

- Copies of business insurance policies (liability, property, cyber, etc.)
- Current business licenses and permits
- Contact info for attorney, accountant, and insurance agent
- Disaster recovery plan (including insurance claim process)