



## EMERGENCY PLANNING PROCESS CHECKLIST

Use this sheet to track your progress as you develop your business continuity plan and emergency action plan.

### PLAN TO STAY IN BUSINESS

- List the main activities needed to run your business and rank activities based on urgency.
- Describe the main activities of your business in detail.
- Identify the tools, equipment, software, and applications needed to run your business.
- List the important documents your business uses, and their backup locations.

### PLAN TO STAY IN TOUCH

- List the names of your employees, their contact information, and any accommodations and needs (i.e., disabilities and other access and functional needs) they may require.
- List the vendors that provide you with the support, equipment and key supplies.

### PLAN TO PROTECT YOUR INVESTMENT

- Review and update your business insurance.
- Identify and maintain contacts for your building owner, management and/or maintenance.

### KNOW HOW TO RESPOND

- Make a plan to keep in touch with employees during an emergency, select places to meet your employees in case you have to evacuate, and gather emergency supplies for your business.

### MORE RESOURCES

Visit [sfdph.org](http://sfdph.org) for the latest information and helpful links related to COVID-19.

Sign-up for the COVID-19 public information system text message alert system. Text the AlertSF to **888-777** or visit: [www.alertsf.org](http://www.alertsf.org)

Develop your business continuity plan by visiting: [www.ready.gov/business-continuity-plan](http://www.ready.gov/business-continuity-plan)