

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 team at Lloyd Sadd to start the claims process.	
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). 	
As they come to your attention, compile a list of concerns that must be addressed before you are able to reopen.	
Contact employees, suppliers and customers to inform them of any disruptions in operation and an anticipated date when they can expect it to resume.	
If you have concerns that damage to a building could pose a safety hazard to employees or customers, have the building professionally inspected.	
Properly secure the building while repairs are being made or if relocation of business activity is necessary.	
Ensure utilities are restored and in safe working order before resuming business operations.	
Properly repair and clean facility to ensure the environment is free of any safety hazards before resuming business operations.	

FINANCIAL CONCERNS	
File a claim with your business interruption/business income insurance provider.	
Determine the amount of lost income the disaster has caused.	
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 	
Consider any financial responsibilities you may have, such as payroll or scheduled payments to creditors.	
Keep detailed records of all expenses incurred during the recovery process.	