

Business Readiness Checklist

☐ Create or update an emergency preparedness plan
☐ Develop or review a business continuity plan
☐ Check or update insurance
☐ Assess employee emergency preparedness
☐ Define roles in a disaster or emergency
☐ Plan for implications of a business shutdown
☐ Consider remote working strategies
☐ Gather provisions and a location for employees to shelter-in-place