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Business Disaster Plan

- Meet with employees to discuss work policies before, during and after a disaster. Divide the duties and responsibilities as much as possible as your employees will need to take care of their homes and families also.
- Develop a plan to secure critical data and files.
- Develop a plan to secure critical computer and office equipment.
- Develop a plan to secure your office building.
- Locate a possible alternate work location if your offices are in an evacuation zone, for example, or if your offices are damaged.
- Procure an out-of-area telephone number for your clients and employees to receive your instructions and critical information.
- Procure rotary telephones, water, ice, fans, batteries, flashlights, and similar supplies to allow your office to continue work in the event of extended power outages.
- Keep enough petty cash on-hand to handle day-to-day expenditures.
- Stay aware of your receivables during hurricane season in particular as client payments typically slow down during a storm.
- Contact us to go over your policies.