

Back In Business

What To Do After A Disaster

RECOVERY STEPS

- Contact insurance agent or company
- Have building inspected
- Restore electric, gas, telephone, water, etc
- Re-establish communications with employees, customers and suppliers
- Assess Damage
 - Note structural, equipment and property damage including inventory, materials, etc
 - Avoid additional damage by making temporary repairs in order to continue to conduct business at current facility
 - Secure the building if relocation is necessary

FINANCIAL IMPLICATIONS

- File business interruption insurance claim
- Determine lost income
- List steps required before the business can reopen
- Consider financial obligations during interruption, including payroll and debt service
- Gather the following information for insurance adjuster:
 - Sales records and history
 - Profit and loss statements and/or income tax forms
 - Maintain records of extra expenses incurred (equipment rental, temporary location costs, etc.)

