Presented by VGM Insurance

**Date:** **Review conducted by:**

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.

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| RECOVERY STEPS COMPLETED |
| Decide with your partners or co-owners to dissolve your business entity. Document the decision with a written agreement. |[ ]
| Contact your insurance provider(s) to start the claims process. |[ ]
| Assess damages by:* Making note of any structural damage to building(s)
* Noting any damage to equipment, machinery or company vehicles
* Noting 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 expected date when they can anticipate 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. |  |

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| FINANCIAL CONSIDERATIONS | **COMPLETE** |
| File a claim with your business interruption insurance provider. |[ ]
| Determine the amount of lost income the disaster has caused. |[ ]
| Compile the following information to share with your insurance adjuster:* 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. |[ ]

For more risk management guidance, contact us today.