

Emergency Contacts

BUSINESS

BROUGHT TO
YOU BY THE
**BETTER
BUSINESS
BUREAU**



Business Name

Completed by

Date Completed

UTILITY- POWER

Contact

Account Number(s)

UTILITY- WATER

Contact

Account Number

UTILITY- INTERNET/ PHONES

Contact

Account Number

INSURANCE PROVIDERS (PROPERTY, AUTO, BUSINESS INTERRUPTION COVERAGE)

Name/Contact

Account Number

Name/Contact

Account Number

BUILDING/PROPERTY REPAIR PROVIDERS

Roof Repair

Electrician

Plumber

Water Removal

Tree/Debris Removal

Air Conditioning Repair

Construction Repair

VENDORS

Maintain a list of vendors you regularly do business with. This includes suppliers, lawn maintenance, janitorial, uniform/equipment delivery, etc

EMERGENCY TO-DO CHECKLIST

If there are delays or business closures, prevent further damage by communicating with customers, vendors, and employees ASAP!

- ☐ Contact employees immediately to provide an update, and communicate expectations and next steps. A phone tree is a good idea for medium to large businesses. This helps spread the official word more quickly and efficiently.
- ☐ Quickly update the following areas to communicate operating status and provide relevant updates (appointment cancellations, project delays, etc.)
- ☐ Company voicemail messages (including business cell phones). Also, be sure to assign someone to monitor incoming messages. If return calls will be delayed, be honest about that too.
- ☐ Set up OUT OF OFFICE style messages on all business email accounts to provide timely updates. Provide the exact language you want used to keep consistent messaging.
- ☐ Update all company social media accounts. If hours of operation or contact methods have changed, social media is an easy place to communicate this.
- ☐ If you have a brick-and-mortar office or warehouse location, clearly post directions for finding updates and relevant information. Customers may come to your public address looking for answers.

IMPORTANT:

Attach the insurance claims information for your business policies to this sheet. Also, include an updated copy of the company's emergency phone tree and/or employee cell phone numbers.