

Business Evacuation Checklist

Operational, Financial & Governance Considerations

Evacuation Triggers & Authority

- Defined evacuation trigger points (fire proximity, flood warning, police order)
- Clear authority for decision to evacuate
- Pre-identified evacuation routes and alternates
- Staff notification system tested

Staff Accountability & Communication

- Up-to-date staff contact list
- Visitor/client sign-in log available
- Out-of-region contact identified
- Staff assembly point designated

Critical Operations & Assets

- Shutdown procedures for utilities and equipment
- Data backup completed and off-site copy secured
- Critical documents secured or digitized
- Portable essential equipment identified
- Inventory of high-value assets documented

Financial & Insurance Considerations

- Insurance policy and claim contact numbers accessible
- Business interruption coverage reviewed
- Payroll contingency plan
- Vendor and supplier contact list

Post-Evacuation Recovery Planning

- Damage assessment template prepared
- Re-entry authorization process understood
- Business continuity plan updated annually