

GO BOX CHECKLIST

For Business Disaster

The *Go Box* for your business should contain copies of important documents and supplies, as well as information needed to reopen your business as soon as possible, file insurance claims and apply for loans in the aftermath of a disaster. This information should be stored in a fireproof/waterproof container in an alternate location. Review the contents of your *Go Box* every quarter and update as needed. Also, have an additional *Go Box* in the office, with the owner or manager updating it regularly. Each *Go Box* should be uniquely organized to meet the recovery needs of the business.

Below are the recommended *Go Box* contents:

- ☐ Copy of contact information for administration, employees, key customers and suppliers, emergency response measures and procedures of critical business functions.
- ☐ Voice mail box number, remote access password information and instructions so you can update messages to provide information and instructions to employees. Arrange for programmable call forwarding for your main business line.
- ☐ Designate a local phone number as well as an out-of-town phone number (possibly a family member or friend) where employees can leave an “I’m okay” message.
- ☐ Copy of all of your insurance policies, agent contact information and the main contact phone number.
- ☐ Copy of list of suppliers, vendors and emergency vendors (plumbers, electricians, restoration contractors, mold remediation, etc.) essential for mission critical activities. You should also make contact with these emergency vendors once a year making sure they are still in business, still cover your area and are willing to provide service to you, if they are open for business. Also, discuss what type of payment they will accept in an emergency situation.
- ☐ Extra copies of your “Authorized Passage Under Emergency Conditions” memo or letter. If you and your employees have this authorization letter, when it is safe to return, the authorities will usually let the holder of the letter into the business. This letter should only be given to key trusted employees.
- ☐ Copy of emergency payroll procedures, expedited financial decision-making process and bookkeeping system. If the power is out, you should consider how much cash you might need to have on hand and how you will access it.
- ☐ Back-up files/tapes or server(s) of electronic data.
- ☐ Copy of essential papers, emergency procedures and your “Business Continuity Plan.”
- ☐ General Office supplies: pens, pencils, stapler, tape, paper, any special forms used in your business, etc.
- ☐ Camera (disposable is fine) to take pictures of damage. Also, place current pictures of both the inside and outside of your business in your *Go Box*. A video tape is the best.
- ☐ Copy of City of Clearwater Business Tax Receipt. This information confirms that your business was operating in Clearwater/Pinellas County.
- ☐ A copy of the Employee Contact Form for each employee.

See other side for required Disaster Loan Documentation

Required documentation for an SBA, Bridge Disaster Loan or other type of assistance that might become available after a disaster occurs:

Sole Proprietorships

- ☐ Copy of Current (within 90 days) Profit & Loss Statement
- ☐ Copy of Listing of Inventory
- ☐ Copy of Schedule of Liability
- ☐ Copy of Balance Sheet (as recent as possible)
- ☐ Copy of all required licenses (as applicable): City Business Tax Receipt, County Business Tax Receipt, Contractor License, State of Florida Professional License, etc.
- ☐ Copy of 3 years of tax returns with all Schedules (if this is a new business, submit copies of the ones you have filed)

Corporations/Partnerships

- ☐ Copy of 3 years tax returns with all Schedules / 1 year personal tax returns on all principals/partners (affiliates with greater than 20% interest)
- ☐ Copy of Current (within 90 days) Profit and Loss Statement
- ☐ Copy of Listing of Inventory
- ☐ Copy of Schedule of Liability
- ☐ Copy of Balance Sheet (most recent)
- ☐ Copy of all required licenses (as applicable): City Business Tax Receipt, County Business Tax Receipt, Contractor License, State of Florida Professional License, etc.

Useful sites to prepare for a potential land-falling tropical storm or hurricane season which begins June 1 and extends through November 30

www.myclearwater.com/government/city-departments/emergency-management

www.pinellascounty.org/emergency

Make a Plan – Build a Kit- Be Informed www.ready.gov

Emergency Kit – Fl Division of Emergency Management www.floridadisaster.org

City of Clearwater Economic Development & Housing Department Contacts:

Audra Aja, Marketing & Communications
727-562-4022 e-mail audra.aja@myclearwater.com

Christin Harris, Business Retention & Expansion
727-562-4026 e-mail christin.harris@myclearwater.com
Visit our website at www.myclearwater.com/Great4Biz

