Emergency Pack

One of the most useful actions that you can take to cope in an emergency is to have prepared an "**Emergency Pack**" or "**Battle Box**" in advance. Items that you may wish to include are:

Documents:

- Business Continuity Plan – your plan to recover your business or organisation.
- List of employees with contact details – include home and mobile numbers, and even e-mail addresses. You may also wish to include next-of-kin contact details.
- Lists of customer and supplier details.
- Contact details for emergency glaziers and building contractors.
- Contact details for utility companies.
- Building site plan (this could help in a salvage effort), including location of gas, electricity and water shut off points.
- Latest stock and equipment inventory.
- Insurance company details.
- Financial and banking information.
- Engineering plans and drawings.
- Product lists and specifications.
- Formulas and trade secrets.
- Local authority contact details.
- Headed stationery and company seals and documents.

Equipment:

- Computer back up tapes / disks / USB memory sticks or flash drives.
- Spare keys / security codes.
- Torch and spare batteries.
- Hazard and cordon tape.
- Message pads and flip chart.
- Marker pens (for temporary signs).
- General stationery (pens, paper, etc).
- Mobile telephone with credit available, plus charger.
- Dust and toxic fume masks.
- Disposable camera (useful for recording evidence in an insurance claim).

Ensure you are able to repair or replace any equipment vital to your business at short notice. If you are able to, consider storing spare parts off-site.

Notes:

- Make sure this pack is stored safely and securely **off-site** (in another location).
- Ensure items in the pack are checked regularly, are kept up to date, and are working.
- Remember that cash / credit cards may be needed for emergency expenditure.
- This list is not exhaustive, and there may be other documents or equipment that should be included for your business or organisation.