



Is your office prepared for a disaster?

Here are our top questions we've asked businesses like yours to help protect and safeguard your business.

- 1. Do you have an updated contact list of your staff with alternate contact information? Make sure it's accessible offline.
- 2. Does each department have a call tree to ensure all employees are contacted and accounted for by their managers?
- 3. Do you have an internal emergency response team?
- 4. Do you have an emergency preparedness checklist?
- 5. Do you have an emergency contact line where employees can call for updates on when it is safe to return to work?
- 6. Do you have an evacuation map showing routes to exit the office(s) and is it posted?
- 7. Do you know the date of your recent data backup? If it's a cloud backup, do you know where that data is stored and how to access it if necessary?
- 8. Do you have current business insurance and know what it covers?
- 9. Do you have the contact information for your critical vendors?
- 10. Be sure to schedule a post-mortem meeting to make any changes for future events.

If you need help with document preparation or reviewing your existing disaster recovery plan, we're here to help.

Contact Hawk Business Group at 813-862-1808 or info@HawkBG.com for your complimentary consultation.