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| **Suggestions for an Emergency Pack for Businesses****You may want to amend this checklist to include your own items** | **✓** **TICK** |
| **Documents** |  |
| Your Business Continuity Plan |  |
| A list of employees and their contact details (include home, mobile and next-of-kin telephone numbers) |  |
| Contact details of customers and suppliers |  |
| Contact details for emergency glaziers and building contractors |  |
| Contact details for utility companies and your local authority |  |
| Contact details for your insurance company (including any reference numbers) |  |
| A site plan of the premises, including the locations of gas, electricity and water shut-off points, including any hazardous materials |  |
| A list of the latest stock and equipment |  |
| Financial and banking information |  |
| Product lists and specifications |  |
| Log sheets to record any actions and decisions made during the emergency |  |
| A stock of your company’s headed stationery |  |
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| **Equipment/Resources** |  |
| Back-ups of important documents on CDs, USB memory sticks or flash drives, plus the software/hardware and means to restore your PC systems |  |
| Spare keys and details of any security codes |  |
| A torch (preferably wind-up) and spare batteries |  |
| Message pads and flip chart paper |  |
| Marker pens (for temporary signage) |  |
| General stationery (pens/notepaper etc) |  |
| A mobile phone/smart phone with credit available (include a charger) |  |
| Disposable camera (to record evidence for any insurance claim) |  |
| Face masks, disposable gloves and hand-wash |  |
| Hazard and cordon tape |  |
| High visibility jackets/tabards |  |
| First aid kit |  |
| Cash/credit cards for emergency expenditure |  |
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**Notes:**

* Ensure that your Emergency Pack is stored safety and securely in the normal working premises. A second Emergency Pack should be held in an off-site location away from the normal working premises.
* Ensure items in the pack are checked regularly, kept up-to-date and are in working order.
* There may be other documents or equipment that should be included for your own particular business/organisation.