



WHAT TO TAKE WHEN YOU EVACUATE

Business Continuity and Disaster Recovery

Like families, businesses should have plans in place in the event an evacuation is required while your employees are at work. In order to make your recovery as smooth as possible, we encourage you to educate your employees on the items they may want to bring with them in the event of an evacuation. To help you with this process, we have created the following checklist of suggested items. You may need to skip some items and add a few others for your organizational needs, but this is a great place to start! Take the extra time now to gather important belongings and tools in a single, transportable bag. When the unexpected happens, we promise you'll be happy you did.

 Items to Include:
Cellphone, containing key emergency contacts, passwords, and charger
Identification and wallet/cash/credit cards
Car/house keys and office keys or key fob
Laptop and charger
Office phone roster (including personnel emergency contacts' information)
Office floor plans (to aid in possible search/rescue efforts)
Calendar/day planner
Server backup tapes or drives

 Items to Include:
Fully charged external battery pack with at least 10,000 mAh
Disaster plan or emergency procedure manual
Flash drive with critical documents, employee information, emergency plans/procedures, asset inventories, and insurance information
First aid supplies
Password book/document
Basic office supplies
Ethernet cables

About Agility Recovery

We partner with customers to understand their unique business continuity needs and provide tailored recovery services to help them achieve their desired business outcomes. Our goal is to meet your business challenges and deliver a quick, flexible, and cost-effective solution. We apply our expertise and easy-to-implement solutions to ensure the critical areas of your business are up and running following an interruption.