

**CHECKLIST #28**

**THE EVACUATION “GO BOX”**

The “Go Box” contains copies of important documents, equipment and supplies essential for the business to continue to operate. It should be stored in a fire-proof secure container in an alternate location. Below are recommended items; however, each business unit should discuss and specifically designate the contents of their “Go Box.”

Recommended “Go Box” contents:

- Copy of emergency contact list of employees and key customers/clients
- Copy of insurance policies, agent contact information
- Copy of listing of emergency vendors (contractors, plumbers, electricians, restoration contractors, mold remediation, etc.)
- Copy of listing of vendors & suppliers (and alternates) essential for mission critical activities
- Back up files/ tapes or server(s) of electronic data
- Copy of essential policies, emergency procedures, Business Continuity Plans
- General Office supplies plus any special forms, etc. used in your business
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Documentation Requirements for a SBA disaster Loan:

- Corporations/ Partnerships: Copy of 3 years tax returns / 1 year personal tax returns on principles (affiliates with greater than 20% interest) / One year tax returns on affiliated business entity
- Sole Proprietorships: Copy of 3 years tax returns with Schedule C
- Copy of Current Profit & Loss Statement (within 90 days)
- Copy of listing of aged accounts receivables/ payables
- Copy of listing of inventory
- Copy of Schedule of Liability
- Copy of balance sheet (as recent as possible)