

Emergency Planning Process Checklist

Use this sheet to track your progress as you develop your business continuity plan and emergency action plan.

PLAN TO STAY IN BUSINESS

- List the main activities needed to run your business and rank activities based on urgency
- Describe the main activities of your business in details
- Identify the tools, equipment, software, and application needed to run your business
- List the important documents your businesses use, and their backup locations.

[Business Continuity Plan](#)

PLAN TO STAY IN TOUCH

- List the names of your employees, their contact information, and any accommodations and needs (i.e., disabilities and other access and functional needs) they may require.
- Determine viability: Is there a market for your service?

PLAN TO PROTECT YOUR INVESTMENT

- Review and update your business insurance.
[Business Insurance Discussion Form](#)
- Identify and maintain contacts for your building owner, management and/or maintenance.

KNOW HOW TO RESPOND

- Make a plan to keep in touch with employees during and emergency, select places to meet your employees in case you have to evacuate, and gather emergency supplies for your business.
[Business Emergency Supplies](#)

MORE RESOURCES

Visit [Fresno County Public Health](#) for the latest information and helpful links related to COVID-19 in Fresno County.

Visit [CDC COVID-19](#) for interim guidance for businesses and employers.

Develop your business continuity plan by visiting: <https://www.ready.gov/business-continuity-plan>

For more information contact the Fresno County EDC at 559-476-2500 or visit us at www.fresnoedc.com