

BUSINESS EVACUATION CHECKLIST

You need to be prepared when evacuations are required. Use this checklist as a guide to help you and your team gather and/or stage essential items, complete necessary tasks and mitigate the risk to your business.

IN CASE OF EMERGENCY, HAVE THESE ITEMS READY

- Employee phone numbers and email addresses
- Employee emergency contact phone numbers and email addresses
- Employee Evacuation checklist
- Insurance policy information and the claim reporting phone number
- Business Evacuation plan
- Business Continuity plan
- Bank and creditor account information and password(s)
- Weather radio
- A paper copy of state and local evacuation routes
- VIN numbers, make, model and pictures of your fleet vehicles
- LED rechargeable flashlight
- Lithium ion battery backup pack to charge cellphone(s)
- Gas for generator

OFFICE

- Distribute Employee Evacuation checklist to employees
- Activate employee notification system and processes
- Contact your customers to advise of the situation and operation status
- Forward office phone line to a cellphone of a designated company officer and/or provide additional instructions for contact
- Contact partner operator(s) who will allow you to park your fleet at their location
- Make sure all office employees who may need to work remotely have a laptop or other device to connect

EQUIPMENT

- Record which, if any, vehicle(s) or equipment are left parked at your location. A short video on your phone will work well.
- Secure equipment and make sure all windows and doors are closed. (Note — avoid parking vehicles too close together if possible.)

MEDIA

- Update business status on social media to provide other contact options
- Designate a company representative to provide status updates about your business

PREPLANNING ITEMS

- Back up all important documents and information to a cloud that is easily accessible
- Check and understand flood maps for your location(s)
- Set up a partnership with another business or operator that will allow you to park your fleet at their location during the emergency
- Distribute laptops to employees who may be required to work remotely
- Learn and understand the steps necessary to update your website contact information
- Practice your Business Continuity plan at least annually
- Create a list of customer email addresses you can access quickly to send an email
- Learn how to use your mobile device as a hot spot
- Take pictures of your office, lot and vehicles and store in an accessible location and form
- Have a plan to relocate the server if necessary
- Create and distribute a social media policy to all employees

RESOURCES

- **Access the Online Accident Reporting Kit**
<https://www.rlicorp.com/rli-accident-reporting-kit>
- **For more information about Loss Control services visit**
<https://www.rlicorp.com/loss-control-rli-transportation>
- **National Hurricane Center**
<https://www.nhc.noaa.gov/>
- **FEMA Hurricane Preparation Information**
<https://www.ready.gov/hurricanes>
- **FEMA Business Continuity Information**
<https://www.ready.gov/business/implementation/continuity>

FOR MORE INFORMATION:

RLI Transportation

Business Hours 8am-5pm: 800.444.0406

After Business Hours: 800.609.8041

F: 866.692.6796

RLI Claims

E: new.claim@rlicorp.com

SCAN WITH YOUR PHONE FOR
QUICK ACCESS TO CLAIM INFO



RLI[®]

DIFFERENT WORKS

9025 N. Lindbergh Dr. • Peoria, IL 61615
© RLI CORP. • TR-MK529 (01/21)