

CHECKLIST

Disaster Recovery

Date:

Review conducted by:

In the aftermath of a man-made or natural disaster, there are several concerns to account for as you prepare to reopen for business. Follow this checklist to ensure that you take the proper steps to recover after a disaster strikes.

RECOVERY STEPS	COMPLETED
Contact the Director of Real Estate and Director of Risk Management so they can work with AEG's insurance provider(s) to start the claims process.	<input type="checkbox"/>
Assess damages by: <ul style="list-style-type: none"> • Making note of any structural damage to building(s) • Noting any damage to equipment, machinery, or company vehicles • Noting any lost or damaged inventory (both materials for business use and products for sale) • Take pictures and video of damage to buildings and equipment for reference 	<input type="checkbox"/>
As they come to your attention, compile a list of concerns that must be addressed before you are able to reopen.	<input type="checkbox"/>
Contact Associates and Doctors, suppliers, and patients to inform them of any disruptions in operation and an expected date when they can anticipate it to resume.	<input type="checkbox"/>
If you have concerned that damage to a building could pose a safety hazard to Associates and Doctors or patients, have the building professionally inspected.	<input type="checkbox"/>
Properly secure the building while repairs are being made or if relocation of business activity is necessary.	<input type="checkbox"/>
Ensure utilities are restored and in safe working order before resuming business operations.	<input type="checkbox"/>
Properly repair and clean facility to ensure the environment is free of any safety hazards before resuming business operations.	
FINANCIAL CONSIDERATION	COMPLETED
Risk Management will work with various business units to collate information required by insurance adjusters to file a claim.	
File a claim with your business interruption insurance provider.	<input type="checkbox"/>
Determine the amount of lost income the disaster has caused.	<input type="checkbox"/>
Compile the following information to share with your insurance adjuster: <ul style="list-style-type: none"> • Sales records and history • Profits and loss statements or income tax forms 	<input type="checkbox"/> <input type="checkbox"/>
Consider any financial responsibilities you may have, such as payroll or scheduled payments to creditors.	<input type="checkbox"/>
Keep detailed records of all expenses incurred during the recovery process.	<input type="checkbox"/>