

P PLAN. PREPARE. PREVAIL.



A Disaster Financial Readiness & Recovery Blueprint

SMALL BUSINESS PRE-DISASTER FINANCIAL CHECKLIST

Be prepared for when disasters strike. The Federal Reserve Bank of Kansas City has developed this quick disaster preparedness checklist to help you gather important financial information:

- ▣ Complete the Federal Reserve Financial Form
 - ▣ Important documents and back-ups
 - ▣ Business financial records and back-ups
 - ▣ Tax returns for the last three years
- ▣ Understand current insurance policies and reassess annually
 - ▣ Do you have coverage for leased or owned equipment?
 - ▣ Do you need business interruption insurance?
- ▣ Complete an inventory of your property and contents
- ▣ Have a relationship with your bank
- ▣ Develop an emergency financial fund to cover insurance deductibles, short term and reopening costs

Visit www.kansascityfed.org/planprepareprevail to find links and resources to help you be financially prepared for a disaster.

*“At every disaster, I always hear,
‘I never thought it could happen here or to me.’”*

–FEMA liaison