

Crisis & Communication Plan for Your Business

Who needs what information?

- Patients
- Partners
- Employees
- Vendors

Who will send the information?

Do you have a plan for furloughing employees if necessary?

Understand Workers' Compensation

Important Documents

Where are they stored?

Who has access?

Are there copies in case of a structural emergency (fire, tornado, flood)

- Deed
- Title
- Archives
- Insurance policies
- Licenses
- Inventory
- Payroll taxes
- Business taxes
- Inheritance of business

Who has access to your business information?

Do they have passwords for websites?

Can they access your bank account and other financial records?

Can they pay bills and invoice?

Who has legal power if you are incapacitated?

Who answers the phone and gives callers information?

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Who can make official decisions regarding

- Temporary or final closing of the business
- Referrals
- Locum tenens

Who has a list of your important business contacts?

- Business partners
- Insurance Agent
- Accountant
- Attorney
- Banker
- Other legal entities
- Employees
- Office manager
- Spouse or other family member