

# 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?**

# Crisis & Communication Plan for Your Business

## **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