

**DISASTER PREPAREDNESS:
CONTINUITY OF OPERATIONS PLAN (COOP)**

Disaster Box Checklist
Updated on: _____ by: _____

Organization Documents

- CHARTER / ARTICLES OF INCORPORATION
- BOARD BYLAWS
- BUDGET
- IRS DETERMINATION LETTER
- MOST RECENT FORM 990
- STANDARDS CERTIFICATION BINDER

Administrative Documents

- INSURANCE POLICIES
- MEMORANDA OF UNDERSTANDING
- GRANTS AND CONTRACTS
- LEASES OR DEEDS
- PERSONNEL POLICIES
- PROCESS DOCUMENTS (ACCOUNTING PROCEDURES, HIRING PAPERWORK, ETC)

Financial Statements / Documents

- DEPRECIATION SCHEDULE
- CHART OF ACCOUNTS
- BANK ACCOUNT INFORMATION
- INVESTMENT INFORMATION
- GENERAL LEDGER
- AGED RECEIVABLES
- 1099 VENDOR REPORT
- BUDGET PROJECTIONS

Contact information

- EMPLOYEES
- BOARD AND VOLUNTEERS
- FUNDERS AND DONORS
- CLIENTS DIRECTORY
- COMMUNICATION PLAN

Inventories

- COMPUTER / NETWORK INVENTORY
- EQUIPMENT INVENTORY
- OFFICE INVENTORY
- PHOTO OR VIDEO INVENTORY
- DATA BACKUP
- BACKUP COPIES OF SOFTWARE AND LICENSES