

AGENCY GO-KIT



LIVES HERE

If you need to evacuate your facility, an Agency Go-Kit will allow you to continue providing your most vital services wherever you go. This small, portable container should hold copies of every vital document as well as some basic supplies such as pen and paper. To protect your security, you can write down bank account and other identification numbers in a simple code.

*We recommend storing this information at the home of senior staff.
All documents can be scanned and stored on one or more flash drives.*



Some documents that belong in an Agency Go Kit:

- Your disaster plan
- Insurance documentation
- The deed or lease for your facilities
- Legal identification, such as your taxpayer ID number and evidence of exemption status
- Bank information, including all of your account numbers, including personnel contacts
- Documentation for your emergency line of credit
- Memoranda of Understanding (MOUs)
- Contact and Emergency Contact information for your staff and key contacts
- Some cash, including coins for phones
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