



SCORE and its partners, including the **Office Depot Foundation**, continue to encourage all businesses to be prepared for all disasters - natural or man-made - by making sure you have:

- backed-up your business critical data - data you need to get back up and running as soon as possible
- stored in a safe location or uploaded online in secure online backup system
- made plans for your staff, site and inventory
- communicated with others what you will do after the dangerous period has passed

You can also access the SCORE Disaster Planning and Preparation Resource Site for a list of other helpful tools and resources.

How to Prepare for Disaster

- [Protect Your Business Data](#)
- [Crisis Management Tips](#)
- [Quick Guide to Disaster Insurance](#)

Stargazer Resources

Free tools to help a business face a disaster.

- [pdf] [Alternative Locations Form](#) (view as html)
- [pdf] [Assignments & Responsibilities Form](#) (view as html)
- [pdf] [Business Information Form](#) (view as html)
- [pdf] [Communication Tree Form](#) (view as html)
- [pdf] [Customer Information Form](#) (view as html)
- [pdf] [Emergency Contact Form](#) (view as html)
- [pdf] [Emergency Plan Cards](#) (view as html)
- [pdf] [Employee Information Form](#) (view as html)
- [pdf] [Essential Supplies Checklist](#) (view as html)
- [pdf] [Facility Preparation Form](#) (view as html)
- [pdf] [Facility Tasks Form](#) (view as html)
- [pdf] [Financial Information Form](#) (view as html)
- [pdf] [First Aid Supplies Checklist](#) (view as html)
- [pdf] [In Case of Emergency Cards](#) (view as html)
- [pdf] [Individual Information Form](#) (view as html)
- [pdf] [Local Contact Numbers Form](#) (view as html)
- [pdf] [Medication Cards](#) (view as html)
- [pdf] [Member Information Form](#) (view as html)
- [pdf] [Password Log Form](#) (view as html)
- [pdf] [Service Provider Information Form](#) (view as html)
- [pdf] [Supplier Information Form](#) (view as html)
- [pdf] [Stargazer Safety Kit FAQs](#) (view as html)
- [pdf] [Stargazer Safety Kit Overview](#) (view as html)