

EMERGENCY/ DISASTER CHECKLIST

Global Team Solutions

- ◆ In preparation
 - ◆ Backup - Off-site is best: Check daily to ensure it is working properly
 - ◆ Protect electronics
 - ◆ Print Schedule for longer than you think you need
 - ◆ Determine point of contact for team check-in
 - ◆ Decide when to close your office
 - ◆ Record message of office disaster plan
 - ◆ Determine who will call to reschedule patients
 - ◆ Have material needed to secure your building/office
- ◆ Post-Event
 - ◆ Contact team for office schedule
 - ◆ Follow-up on rescheduled patients
 - ◆ Ensure all equipment is working properly
 - ◆ Assess damage and make necessary moves to repair

If you have any questions,

please email us at info@gtsgurus.com

or call 1-844-OMG-4GTS (844-664-4487)

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