



BUSINESS PREPARATIONS & CONSIDERATIONS – CIVIL UNREST

At times of potential civil unrest or when civil unrest arises, it is difficult to remember that our personal safety comes first. At ALL times, we encourage that you make the SAFETY AND THE SAFETY OF YOUR EMPLOYEES A PRIORITY! We provide the following considerations to assist with your efforts in protecting your business before and during civil unrest.

- **Create an evacuation plan.**
 - Determine if it is safer for you to stay indoors or leave the premises.
 - Follow your fire evacuation plan.
 - If you do not have a fire evacuation plan, a simple drawing that shows different ways to get out of your space or your EXIT routes to the outside of your building will be sufficient.
 - You can request a copy of your space/floorplan from your landlord or try to draw the layout of your space/office/store.
 - Next – draw a path of arrows that lead toward the EXIT - to the outside of the building.
 - Finally, designate a place to meet (check recommended distance with local fire department) or leave the premises entirely, if safe.
 - This should be similar to your fire evacuation plan.
- **Situation Awareness**
 - Teach your employees your evacuation plan.
 - Ask them to be aware of their surroundings.
 - Be alert of any unusual activities going on around the store/building.
 - Know the best routes in and out of your area!
- **Secure all important documents off site.**
 - Copies of most recent insurance policies and latest statement
 - Copies of current lease for space and storage facilities
 - Utility bills/statement off site
 - Storage unit inventory
 - Suppliers statement and account information
 - Company credit cards, accounts, etc.
 - Consider scanning all these documents to a flash drive and email them to yourself for easier access at a later time.
- **Consolidate Important Numbers**

Prepare a contact sheet that has the name, address, phone number and policy/account number of the following individuals. This contact sheet should be accessible at home and office:

 - Insurance agent – business, property, general/liability policies
 - Landlord address and emergency numbers
 - General contractor address and emergency numbers
 - Construction Connection to Community
 - Attorney
 - Accountant
 - Staff and emergency numbers
- **Secure cash**
 - Remove all cash, small lock boxes, cash envelopes, etc. and take off site.
- **Inventory**
 - Consider stocking 30-40% of your inventory off site.
 - Print your inventory logs daily.
- **POS/Reports**
 - Print POS report from register (Sales, Revenue, Inventory, Accounts Receivable/Payables, Payroll)
- **Video/Photos**
 - Take a video scan of your business/store- inside and outside.
 - Take photos of your inventory.

For additional information or support, please contact.
R.Lynn Pingol - MaKee Company: rlynn@makeecompany.com or
Chad Kulas – Midway Chamber: chad@midwaychamber.com



PROPERTY PREPARATIONS & CONSIDERATIONS – CIVIL UNREST

- **Test Systems**
 - Burglar, security, and fire alarms – replace batteries if needed.
- **Check Points of Entry**
 - Check conditions of all windows, locks, and doors.
 - Consider deadbolts wherever possible.
 - Consider security cameras wherever possible.
 - Consider lighting at entry points and in parking lots.
 - Consult insurance company and/or a contractor on recommendations for property protection including plywood installation to protect storefront window.
- **Remove harmful materials.**
 - Remove combustible materials from premises.
 - Remove anything that may be used to destruct the property.

DURING CIVIL UNREST

**Your safety and the safety of your employees are important.
Do not wait until the last minute to leave the premises.**

- Follow your evacuation plan.
- Take all your cash.
- Print your POS report from your register.
- Take a quick video scan of your premises on your phone **if time allows**.
- Lock all doors and windows.
- Turn on your security camera if it is off.
- Contact your insurance company.
- Watch the news for updates.
- Follow Saint Paul Police Department on social media @SPPD.

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CCC OFFERINGS FOR BUSINESSES

CCC is a collaborative effort of volunteers from the construction industry who joined together to create a system approach to addressing economic healing, economic development, and supporting wealth building in communities that have been historically marginalized due to systemic issues. CCC is a force multiplier leveraging resources, knowledge, and experiences of construction industry leaders, professional technical experts, goods, and services providers. We are currently involved in the business recovery and construction rebuild efforts of Midway (St. Paul), Lake Street, and West Broadway. While CCC is not an organization, our volunteers come together to support our businesses during times of uncertainty and civil unrest. CCC also works with several organizations and community groups like Neighborhood Development Center (NDC), Aurora Saint Anthony, Summit University Planning Council, and the Midway Chamber.

Prevention & Safety	Business Recovery Assessment	Site Evaluations & Cost Estimates	Connector Event
<ul style="list-style-type: none"> •Boarding Up windows •Business & Property Considerations Checklist •Share resources available for support/business 	<ul style="list-style-type: none"> •Provide Company Assessment •Review/explain Insurance coverages •Share community resources for business support/assistance •Share grant opportunities available or provided in the community 	<ul style="list-style-type: none"> •Visual inspection of space •Provide costs or estimates for repairs from different BIPOC or minority contractors •Contract for work to be completed 	<ul style="list-style-type: none"> •BIPOC or minority contractors and suppliers who can assist or provide goods and services to business owners •Legal, Insurance, Financial Advisors resources •Professional/Technical contractors and services who can assist in rebuild/redesign

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