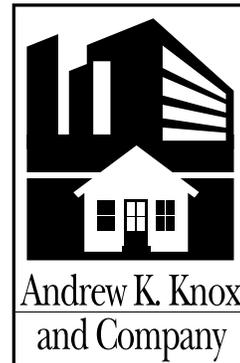


## ANDREW K. KNOX & COMPANY COMMERCIAL DISASTER RECOVERY CHECKLIST

- Protect your property from further damage.
- Formally notify your insurance company of the loss.
- Provide on-site security to limit access to hazardous areas and prevent theft.
- Coordinate emergency repairs to outside utilities; i.e. gas, electric & communication facilities.
- Secure sensitive data from electronic data processing equipment.
- Retrieve and protect valuable books and records.
- Initiate specially segregated financial accounts to track emergency expenditures.
- Gather and organize all pertinent insurance policies to begin evaluation of coverage.
- Notify customers of loss to minimize disinformation and preserve market share and customer base.
- Initiate pro-active public relations program to limit stockholder sensitivity and promote positive media coverage.



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