

Be Prepared

General

- Ensure that your lodge has an up to date emergency contact list of the executive members of your lodge in the event of an emergency with all primary contacts highlighted. Ensure to include ALL numbers needed to contact those individuals
- Ensure your lodge is aware of all necessary security procedures when opening or closing a lodge building. ie: Doors to be unlocked or locked, alarm codes and alarm procedures, appliances to be plugged in/unplugged and provide a checklist with a list of duties for members responsible with these tasks.
- Ensure that if you are using a safe to store documents of any type within your lodge that the safe is rated Fire proof. In the most recent emergency within one of our lodges the contents of their safe were destroyed by the fire as it was not fire proof. A gun safe is not an adequate storage solution for document safety in case of fire. In addition, keep the contents of the safe to a minimum for protection of fire and theft.
- If possible, have security cameras installed at the entrances/exits to your building. This will provide added protection in the event of a break in or theft and serves as a deterrent to someone thinking of breaking into your building.
- Ensure that you have kept pertinent building records or historical information in a safe place and duplicated electronically ideally offsite.

Financial and Insurance

- Ensure you have an accurate list of all current account numbers for all active accounts.
- Ensure you have an up to date list of all equipment or furnishings within the lodge and electronically stored copies of warranties, ownership and maintenance agreements – if required.
- Ensure your lodge has a copy of all insurance documents electronically or paper copies stored in a safe place-ideally offsite.
- Ensure your insurance company has an up to date listing of the lodge Executive and primary contact persons in the event of an emergency. Ensure they have current phone numbers to reach these individuals-especially if they travel out of the country and may not be available at certain times.
- Ensure that you have an annual review by your lodge executive of your existing insurance policies to ensure you have the proper coverage for:
 - Building replacement (with current and up to date building replacement cost)
 - Flood Coverage (If available in your area)
 - Theft coverage (In the event of break in or employee theft)
 - Loss of Income Replacement (Coverage that should you lose a rental or sales in your bar/lounge in the event of an emergency making your space unusable)
 - Proper liability coverage (This includes coverage for your events either inside your lodge or at outside venues – especially with liquor liability)
 - Directors and Officers Coverage (If applicable to protect lodge executive)
 - Review your applicable deductibles and ensure your lodge has these amounts set aside in a contingency or emergency account.

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Historical Pictures and Information

- Wherever possible keep an electronic/scanned copy of all your pictures and memorabilia. This can be done through purchasing a scanner (usually \$100-150 or using the scanning feature on your existing copiers). Scan the pictures and keep an electronic file of all the pictures within your lodge. Another option would be to use a camera and take digital pictures of the existing pictures and store them electronically.
- Scan and keep an electronic records of lodge awards, newspaper articles, member records and other historical information such as building records
- Video your lodge and surroundings. Should you ever lose your lodge building having a video of the interior and exterior of the building can be beneficial for two reasons. First it provides you with a historical video or the great memories contained within the building in its original state. Secondly the video could be of value should you lose the entire building the insurance company could use the video to confirm (if necessary) proof of contents to replace.
- Take pictures of all trophies, plaques and displays so they can be remembered should there be a loss.

Throughout this document we have suggested having items within your lodge scanned, copied and stored electronically. We suggested that your lodge purchase 1 or 2 large external hard drives and regularly update and store the data. These devices typically range in cost from \$50-\$150 and store up to 3TB in data/device. One device can be kept within you lodge in a fire rated safe and the second can be in the possession of a lodge designated person. This ensures two possible sources of data should there be a loss of building or information.