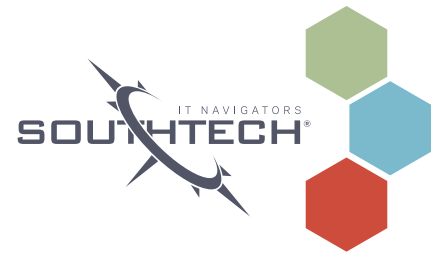


# Disaster Planning & Recovery Checklist



## Steps to take before an emergency

<input type="checkbox"/> Perform backups	<input type="checkbox"/> Move backups off-site
<input type="checkbox"/> Perform data restore tests	<input type="checkbox"/> Update the Disaster Recover Plan periodically
<input type="checkbox"/> Document systems inventory	<input type="checkbox"/> Maintain contacts list
<input type="checkbox"/> Document hardware inventory	<input type="checkbox"/> Practice emergency evacuation procedures with staff

## Steps to take during an emergency

- For after-hours disasters, facilities management alerts the department managers, who in turn use the Disaster Recovery Plan to decide the next course of action.
- If disaster occurs during the workday, management first ensures that employees are safe, then begins the process of restoring business operations according to the Disaster Recovery Plan

## Steps to take after an emergency

- Management alerts staff and begins recovery
- Staff gets initial assessment of losses
- Management re-establishes lines of communication
- Staff prepares temporary work areas
- Restoration of backups
- Management prepares requirements for business resumption



# Company Directory Effective as of \_\_\_\_\_

The contact information below is to be used for emergency purposes only. In the event of an emergency, please contact your immediate supervisor or manager listed on this sheet. If your supervisor's or manager's name is not listed, call the 24-hour emergency response hotline for instructions.

## 24-Hour Hotline

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Management Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	

Management Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	

Management Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	

Management Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	

Finance Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	

IT Management Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	

Human Resource Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	

Insurance Contact	
Name	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-mail Address	