

# Business Disaster Planning Checklist



PLANNING BEFORE A FIRE OR OTHER DISASTERS ARRIVE IS IMPORTANT TO BUSINESS SURVIVAL. THESE GUIDELINES CAN HELP BUSINESS TO DEVELOP A STRATEGY TO MINIMIZE DAMAGE AND LOST TIME.

**COMPANY NAME:**

<b>CONTACT INFORMATION</b>	<b>DATA COMPLETED</b>
<i>Do you have current email addresses and phone numbers (home and mobile) for;</i>	
<input type="checkbox"/> Employee current home and cell phone numbers	
<input type="checkbox"/> Employee personal email addresses	
<input type="checkbox"/> Key customer personal email addresses?	
<input type="checkbox"/> Key customer current home and cell phone numbers.	
<input type="checkbox"/> Important vendor's and suppliers current email addresses?	
<input type="checkbox"/> Important vendor's and suppliers phone numbers :	
<input type="checkbox"/> Insurance Companies?	
<input type="checkbox"/> Is contact information accessible electronically for quick access by all employees?	
<b>COMMUNICATIONS?</b>	<b>DATA COMPLETED</b>
<i>Do you have access to multiple and reliable methods of communicating with your employees</i>	
<input type="checkbox"/> Website	
<input type="checkbox"/> Emergency toll-free hotline?	
<input type="checkbox"/> Cell Phones?	
<input type="checkbox"/> Pagers?	
<input type="checkbox"/> Satellite Phones?	
<input type="checkbox"/> Blackberries™ or iPhones™?	
<input type="checkbox"/> Satellite Phones?	
<input type="checkbox"/> Two-Way Radios?	
<input type="checkbox"/> Internet?	
<input type="checkbox"/> Email?	

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DEVELOP A BUSINESS CONTINUITY/ DISASTER RECOVERY PLAN	DATA COMPLETED
<input type="checkbox"/> Establish a disaster recovery-recovery team of employees who know your business best, and assign responsibility for specific tasks.	
<input type="checkbox"/> Identify your risks (kinds of disaster you are most likely to experience).	
<input type="checkbox"/> Prioritize critical business functions and how quickly these must be recovered.	
<input type="checkbox"/> Establish a disaster-recovery location where employees may work off-site and access critical back-up systems, records, and supplies.	
<input type="checkbox"/> Obtain temporary housing for key employees, their families, and pets.	
<input type="checkbox"/> Update and test your plan at least annually.	

ALTERNATIVE OPERATIONAL LOCATIONS <i>Determine which alternatives are available</i>	DATA COMPLETED
<input type="checkbox"/> A satellite or branch office of your business	
<input type="checkbox"/> The office of a business partner or even an employee.	
<input type="checkbox"/> Home or hotel	

BACKUP SITE <i>Equip your backup operations site with critical equipment, data files, and supplies.</i>	DATA COMPLETED
<input type="checkbox"/> Power generators	
<input type="checkbox"/> Computers and software	
<input type="checkbox"/> Critical computer data files (payroll, accounts payable and receivable, customer's orders, and inventory).	
<input type="checkbox"/> Phones/radios/TVs	
<input type="checkbox"/> Equipment and spare parts	
<input type="checkbox"/> Vehicles, boats, and spare parts.	
<input type="checkbox"/> Digital Cameras	

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<b>BACKUP SITE</b> <i>Equip your backup operations site with critical equipment, data files, and supplies.</i>	<b>DATA COMPLETED</b>
<input type="checkbox"/> Common office supplies	
<input type="checkbox"/> Supplies unique to our business (order forms, contracts, etc...)	
<input type="checkbox"/> Basic first/aid/sanitary supplies, potable water and food.	

<b>SAFEGUARD YOUR PROPERTY</b> <i>Is your property prepared to survive a hurricane or other disaster?</i>	<b>DATA COMPLETED</b>
<input type="checkbox"/> Your Building?	
<input type="checkbox"/> Your equipment?	
<input type="checkbox"/> Your computer systems?	
<input type="checkbox"/> Your company vehicles?	
<input type="checkbox"/> Your company records?	
<input type="checkbox"/> Your company assets?	

<b>EMPLOYEE PREPARATION</b> <i>Make sure your employees know:</i>	<b>DATA COMPLETED</b>
<input type="checkbox"/> Company emergency plan	
<input type="checkbox"/> Where they should relocate to work	
<input type="checkbox"/> How to use and have access to reliable methods of communications such as cell phones/satellite phones, email, voice mail, Internet, text messages, Blackberries™ or iPhones™?	
<input type="checkbox"/> How they will be notified to return back to work	
<input type="checkbox"/> Benefits of direct deposit of payroll and subscribe to direct deposit	
<input type="checkbox"/> Emergency company hosting options for them and their family	

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<b>CUSTOMER PREPARATION</b> <i>Make sure your customers know:</i>	<b>DATA COMPLETED</b>
<input type="checkbox"/> Your emergency contact information for sales and service support (publish on your Website).	
<input type="checkbox"/> Your backup business or state locations (publish on your Website).	
<input type="checkbox"/> What to expect from your company in the event of a prolonged disaster displacement. Your computer systems?	
<input type="checkbox"/> Alternate methods for placing orders	
<input type="checkbox"/> Alternate methods for sending invoice payments in the event of mail disruption.	

<b>EVACUATION ORDER</b> <i>When a mandatory evacuation is issued, be prepared to grab and leave with critical office records and equipment:</i>	<b>DATA COMPLETED</b>
<input type="checkbox"/> Company disaster-recovery plan and checklist	
<input type="checkbox"/> Insurance policies and company contracts.	
<input type="checkbox"/> Company checks, plus a list of all bank accounts, credit cards, ATM cards.	
<input type="checkbox"/> Employee payroll and contact information	
<input type="checkbox"/> Laptop computers.	
<input type="checkbox"/> Customer records, including orders in progress	
<input type="checkbox"/> Photographs/digital images of your business property	
<input type="checkbox"/> Post disaster contact information inside your business to alert emergency workers how to reach you.	
<input type="checkbox"/> Secure your building and property.	

<b>CASH MANAGEMENT</b> <i>Be prepared to meet emergency cash flow needs</i>	<b>DATA COMPLETED</b>
<input type="checkbox"/> Fund bank accounts and keep enough cash on hand to handle immediate needs.	
<input type="checkbox"/> Take your checkbook and credit cards in the event of an evacuation	
<input type="checkbox"/> Release direct deposit of payroll, if necessary.	
<input type="checkbox"/> Use Internet banking services to monitor account activity, manage cash flow, and initiate wires, pay bills.	

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CASH MANAGEMENT <i>Be prepared to meet emergency cash flow needs</i>	DATA COMPLETED
<input type="checkbox"/> Issue corporate cards to essential personnel to cover emergency business expenses.	
<input type="checkbox"/> Reduce dependency on paper checks and postal services to send and receive payments (consider using electronic payment and remote deposit banking services).	
<input type="checkbox"/> Contact your branch for any special coin/currency needs, if a threat is imminent.	
<input type="checkbox"/> Make night depository drops, if a threat is imminent.	
<input type="checkbox"/> Be prepared to safeguard your own deposits in the vent you are unable to reach a branch that can process your transactions.	

POST DISASTER RECOVERY PROCCEEDURES	DATA COMPLETED
<input type="checkbox"/> Consider how your post disaster business may differ from today...	
<input type="checkbox"/> Plan who you will want to contact and when.	
<input type="checkbox"/> Assign specific tasks to responsible employees.	
<input type="checkbox"/> Track progress and effectiveness.	
<input type="checkbox"/> Document lessons and best practices	

## For More Information

For more information about business continuity planning and our services, visit our website at;

[www.EnclaveHosting.com](http://www.EnclaveHosting.com)