

RECOVERY OVERVIEW

Disaster planning is vital to a successful recovery. The following checklist is a comprehensive outline of the disaster recovery process. Before you begin, it is prudent to outline a schedule and budget.

✓	Recovery Team
	Determine primary and back-up Crisis Manager
	Determine primary and back-up Recovery Management Team
	Establish and notify employees involved in recovery and clarify roles
	Communicate recovery action steps to all employees
✓	Risks and Hazards
	List natural and man-made events that may impact your business.
	Rate the likelihood of occurrence for each event.
✓	Alternate Location
	Locate and confirm an alternate recovery location and back-up location.
	Develop relationship with recovery vendor and/or neighboring businesses.
	Assess suitability of other branches or locations for recovery.
	Set aside space for an emergency command center.

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✓	Communications
	Develop plan to communicate both internally and externally (including the media).
	Create an employee phone tree and store copy(s) offsite.
	Record and store external emergency contact information (electric, plumber, insurance, etc).
	Determine plan for re-routing critical existing phone numbers.
	Ensure plan includes multiple methods of communication (text, email, cell phone, etc).
✓	Employees
	Establish plan for emergency payroll.
	Develop password-protected page, email or a voice recording emergency communication system.
	Engage people with disabilities in emergency planning.
✓	Technology and Data
	Document technology hardware, software and licensing information.
	Develop technical recovery procedures to be followed in the event of an interruption.
	Determine and list individuals/vendors to manage technical recovery.

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	Determine source for back-up technical resources (PCs, servers, printers, etc.)
	Document critical data to be restored and back-up all data at off-site location.
✓	Operations
	Document critical business functions.
	Develop plan to restore critical business functions.
	Determine employees responsible for restoring each critical business function.
	Create crisis management plan.
	Develop plan for expedited financial decision-making and disaster cost tracking.
	Review insurance coverage and assure it is adequate for all possible disasters.
✓	Supply Chain
	Develop plan to communicate with vendors and suppliers.
	List key clients, suppliers, and critical recovery contacts and store copy(s) offsite.
	Assure key vendors and suppliers have actionable recovery plans.
	Develop relationships with alternate suppliers in case primary vendors are unavailable

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✓	Safety
	Assemble disaster recovery kit.
	Create an evacuation plan.
	Create an emergency shelter plan.
✓	Testing and Maintenance
	Test the disaster recovery and business continuity plan.
	Conduct a post test review and report results.
	Communicate changes in plan to all employees.