

DISASTER RECOVERY KIT

A disaster, no matter how great or small, can be a hectic time in both your professional and personal life. Preparing several kits and making them easily accessible will help restoration procedures to begin immediately. This checklist will provide a breakdown of necessary items to initiate recovery. One of the primary functions of any recovery kit should be protecting the important records and emergency items in order to ensure a smooth reconstruction of vital information and operations following any disaster.

Description	Included		Quantity	Task Assigned To
	Yes	No		
Business Continuity Plan Important Records				
Insurance Policies				
Fixed Asset Inventory				
Contracts				
Employee Information				
Operating System Installation Disks/Software Licensing Keys/Office Supplies				
Software installation disks				
Software licensing keys				
Hardware serial numbers				
Stamps				
Writing utensils & notepads				
Stapler & staples				
Tape				
Printer paper				
Calculators				
Letterhead				

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Emergency Items				
Cash				
Water (one gallon per person per day)				
Map of the area				
Three day supply of non perishable food				
Battery powered/crank radio				
Flashlight				
Extra batteries				
First aid kit				
Whistle to signal for help				
Can opener for food (if kit contains food)				
Blankets				
Sanitation				
Dust/filter masks				
Moist towelettes				
Plastic garbage bags				
Paper towels				
Tools				
Duct tape				
Pocket knife				
Wrench or pliers to turn off utilities				

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Screwdriver				
Lighter/matches (sealed in plastic bag)				
Grab & Go Kits for Employees				
Medications				
First aid kit				
Cash				
Emergency contact information				