



Disaster and Contingency Planning

Contingency Plan Assumptions

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|---|---|
| <input type="checkbox"/> Drop in Revenue | <input type="checkbox"/> Increases In Costs |
| <input type="checkbox"/> Borrowing Costs Increase | <input type="checkbox"/> Lose Major Supplier |
| <input type="checkbox"/> Customer Bankruptcy | <input type="checkbox"/> Accident On Premises |
| <input type="checkbox"/> Disaster | <input type="checkbox"/> Robbery or Violent Act |
| <input type="checkbox"/> Loss of Key Staff Member | <input type="checkbox"/> Key Performance Indicators |
| <input type="checkbox"/> Regulatory Restrictions | <input type="checkbox"/> Other _____ |

Six Step Disaster Plan

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| <input type="checkbox"/> 1. Assessment & Mitigation <ul style="list-style-type: none"><input type="checkbox"/> Power<input type="checkbox"/> Computer or Hardware Failures<input type="checkbox"/> Network and Computer Security<input type="checkbox"/> Labor Strife<input type="checkbox"/> Natural Disasters<input type="checkbox"/> Terrorist Acts | <input type="checkbox"/> Components <ul style="list-style-type: none"><input type="checkbox"/> Equipment<input type="checkbox"/> Clearance from Insurer<input type="checkbox"/> Other Property _____ |
| <input type="checkbox"/> 2. Response & Recovery Plans <ul style="list-style-type: none"><input type="checkbox"/> Financial<input type="checkbox"/> Facility and Equipment<input type="checkbox"/> Insurance<input type="checkbox"/> Customers<input type="checkbox"/> Employees<input type="checkbox"/> Government<input type="checkbox"/> Communication<input type="checkbox"/> Other _____ | <input type="checkbox"/> 5. Rehabilitation Plans <ul style="list-style-type: none"><input type="checkbox"/> Water<input type="checkbox"/> Power<input type="checkbox"/> Gas<input type="checkbox"/> Phone<input type="checkbox"/> Internet Access<input type="checkbox"/> HR Support<input type="checkbox"/> Emotional & Psychological<input type="checkbox"/> Physical<input type="checkbox"/> Financial |
| <input type="checkbox"/> 3. Damage Assessment Process Worksheets <ul style="list-style-type: none"><input type="checkbox"/> Building<input type="checkbox"/> Equipment<input type="checkbox"/> Inventory<input type="checkbox"/> Building<input type="checkbox"/> Other Property _____ | <input type="checkbox"/> 6. Disaster Recovery Plans <ul style="list-style-type: none"><input type="checkbox"/> Business Continuity<input type="checkbox"/> Infrastructure: information, facility, supply, computer systems, equipment, furniture, buildings, and fixtures<input type="checkbox"/> Management & Staff Responsibilities<input type="checkbox"/> Rebuilding Plan |
| <input type="checkbox"/> 4. Salvage Procedure Worksheets <ul style="list-style-type: none"><input type="checkbox"/> Inventory<input type="checkbox"/> Building | |

Archive of Business Data

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|--|---|
| <input type="checkbox"/> Contact Sheet: customers, suppliers, staff, staff family members, local authorities | |
| <input type="checkbox"/> Planning Team: contact information | |
| <input type="checkbox"/> Roles & Responsibilities <ul style="list-style-type: none"><input type="checkbox"/> Instructions: regarding human resources, administration, facilities, and information technology.<input type="checkbox"/> Notification Lists<input type="checkbox"/> Facility Plans<input type="checkbox"/> Drawings<input type="checkbox"/> List of Inventory | <input type="checkbox"/> Emergency Supplies |
| | <input type="checkbox"/> Third Parties that will give support |