



Disaster and Contingency Planning

Contingency Plan Assumptions

- Drop in Revenue
- Borrowing Costs Increase
- Customer Bankruptcy
- Disaster
- Loss of Key Staff Member
- Regulatory Restrictions
- Increases In Costs
- Lose Major Supplier
- Accident On Premises
- Robbery or Violent Act
- Key Performance Indicators
- Other _____

Six Step Disaster Plan

- 1. Assessment & Mitigation
 - Power
 - Computer or Hardware Failures
 - Network and Computer Security
 - Labor Strife
 - Natural Disasters
 - Terrorist Acts
- 2. Response & Recovery Plans
 - Financial
 - Facility and Equipment
 - Insurance
 - Customers
 - Employees
 - Government
 - Communication
 - Other _____
- 3. Damage Assessment Process Worksheets
 - Building
 - Equipment
 - Inventory
 - Building
 - Other Property _____
- 4. Salvage Procedure Worksheets
 - Inventory
 - Building
- Components
- Equipment
- Clearance from Insurer
- Other Property _____
- 5. Rehabilitation Plans
 - Water
 - Power
 - Gas
 - Phone
 - Internet Access
 - HR Support
 - Emotional & Psychological
 - Physical
 - Financial
- 6. Disaster Recovery Plans
 - Business Continuity
 - Infrastructure: information, facility, supply, computer systems, equipment, furniture, buildings, and fixtures
 - Management & Staff Responsibilities
 - Rebuilding Plan

Archive of Business Data

- Contact Sheet: customers, suppliers, staff, staff family members, local authorities
- Planning Team: contact information
- Roles & Responsibilities
 - Instructions: regarding human resources, administration, facilities, and information technology.
 - Notification Lists
 - Facility Plans
 - Drawings
 - List of Inventory
 - Emergency Supplies
 - Third Parties that will give support