

Disaster Preparedness Plan

"[Click Here and type your Company Name]"

Prepared By:
Date:

Disaster Preparedness Plan

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Disaster Supply Checklist

In order for your business to survive after a disaster you must start planning and preparing before a disaster occurs. Preparing a Disaster Recovery Plan is vital to this process. You should begin by creating a disaster supply kit. The kit should be stored in an easily accessible place.

- This kit should contain the essentials to maintain communication, provide sources of power and light, and to facilitate clean-up and salvage of property immediately after a disaster strikes.
- A camera or camcorder to document damage and salvage efforts is also beneficial.
- Do your employees know how to respond in the event of a disaster? When to evacuate the building and when to take shelter inside? Make sure evacuation plans are communicated to all employees as part of your disaster response plans.
- Employees should know where and how to use fire extinguishers and how to respond to emergency situations.
- Make sure key employees know where the disaster supply kit is located.

Copy of your Disaster Recovery Plan (a second copy should be saved off-site)	D	Tool Kit and Gloves	D
Flashlight/Batteries	D	Drinking Water	D
First Aid Kit	D	Food Supplies	D
NOAA Weather Radio	D	Office Supplies - Pens, Pencils, Paper	D
Waterproof Plastic Bags - for salvage	D	Mops/Pails - Cleaning Supplies	D
Camcorder, digital camera, or camera with film	D	Emergency Contact Sheets	D
	D		D
	D		D
	D		D
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Emergency Contact List

Communication is essential to get the help needed during a disaster or to mitigate losses after a disaster.

- This list should include all local Emergency Contact numbers.
- It should also contain contact numbers for:
 - Local utilities
 - Building management/Landlords
 - Local and Federal government relief agencies (FEMA, Red Cross and Salvation Army)

Local Fire Department:	Local Small Business Administration Office:
Local Police Department:	Federal Emergency Management Agency Regional Office:
Ambulance Service:	
Hospital:	
Insurance Agent:	Local Radio Stations:
Commercial Real Estate Agent:	
Electric Company:	
Telephone Company:	
Gas/Heat Company:	Local Television Stations:
Building Manager:	
Building Security:	
Local Red Cross Office:	

Employee Contact List

Contacting your employees is important when disaster strikes. You may need to advise them of a new work location, changes in their duties and responsibilities, or other general safety concerns.

- Keep an updated Employee Contact List. Provide copies to other key employees you would rely upon in the event of a disaster.
- Make sure employees know how to respond to disaster situations.
- Let them know how they will be communicated to for further instructions after a disaster strikes.

Name:	Title:	Address:	Office Phone:	Home Phone:	Cellular:	E-mail:	Alternate number:
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Key Customers

By proactively communicating with key customers, you may be able to minimize financial losses, maintain market share, and retain loyalty following a disaster.

- Personally contact those customers who rely on a product or service you provide. Communicate your disaster recovery plans and if/when your product or service can be continued. You may be able to continue your business relationship with them even though you experience a temporary shutdown.
- If applicable, provide your new business locations, telephone numbers, and critical persons to contact.
- Remember, a local disaster may have affected them as well.

Product/Service:	Customer Name:	Address:	Contact Person:	Phone:	Cellular:	E-mail:	Fax:
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Key Suppliers

Key Suppliers should be notified in the event of a disruption to your business. By proactively communicating with these special suppliers, you may be able to maintain favorable purchasing terms, a reliable source, and keep their loyalty following a disaster.

- Personally contact those suppliers or vendors who you rely on (or who rely on you) for a significant portion of sales or service. Communicate your disaster recovery plans and if/when sales or service can be continued. You may be able to continue your business relationship with them even though you experience a temporary shutdown.
- If applicable, provide your new business locations, telephone numbers, and critical persons to contact.
- Remember, a local disaster may have affected their business, also.

Product/Service:	Vendor Name:	Address:	Contact Person:	Phone:	Cellular:	E-mail:	Fax:
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Business Contacts

Early notification to your business contacts can help re-establish normal business operations in a reasonable time frame.

- Business relationships may include:
 - Accountant/CPA
 - Attorney
 - Banks or Lending institutions
 - Other key business partners/affiliates
 - Trade groups

Company Name:	Account Number:	Address:	Contact Person:	Phone:	Cellular:	E-mail:	Fax:
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Insurance Coverage Summary

The ability to contact your insurance carrier(s) quickly after a disaster may help speed up the claims and recovery process. Use this form to document your business insurance policies.

Insurance Agent:			Phone:		
Address:			Fax:		
City/State/Zip:			E-mail:		
Type of Insurance:	Insurance Carrier:	Phone:	Policy Number:	Deductibles:	Coverage (General Description):

Computer Software Inventory

Knowing what type of Computer Software you have can expedite its replacement or repair following a disaster and get you back on the road to recovery sooner. Be sure to include all software programs used in the conduct of your business, such as: accounting (for accounts payable/receivable and financial statements), payroll, inventory management, telecommunications, and any specialized software that is unique to your business.

Software Title and Version	Serial/Product ID Number	Number of Licenses	Date Purchased	Replacement Cost
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Computer Hardware Inventory

Knowing the type of Computer Hardware you have can expedite its replacement or repair following a disaster and get you back on the road to recovery sooner. Use the following form to inventory all computer hardware including printers, monitors, keyboards, and other peripheral devices.

Hardware (Computer, Monitor, Printer, Keyboard, Mouse)	Memory & Speed	Model Purchased	Serial Number	Date Purchased	Replacement Cost
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Computer Support Services

Protecting computer data and knowing who to contact for systems support/restoration is essential to business recovery.

Procedures should be in place for frequent and comprehensive back-up of all critical files. Back-up files should be effectively protected or stored in a secure off-site facility.

The following is a list of individuals or organizations you rely upon for computer support to assist with system and data restoration. Make sure to include the address/location of your back-up files.

Company Name:	Account Number:	Address:	Contact Person:	Phone:	Cellular:	E-mail:	Fax:
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Key Machinery & Equipment Inventory

Replacing key machinery and equipment is essential to re-establishing normal business operations.

- Prior to a disaster, service level agreements should be established with suppliers. Knowing your specialized equipment requirements and who to contact will expedite the replacement process.
- Contact manufacturers or distributors to determine the availability and cost of new or replacement equipment before the need arises.
- Below, list the manufacturer, model #'s, serial #'s and other specifications for each piece of unique equipment.

Type of Machinery or Equipment	Manufacturer	Model Number	Serial Number	Date Purchased	Replacement Cost
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Locations

The nature of your business may require continuing service to your customers with minimal interruption. Establishing contingency plans for a temporary facility before a disaster will expedite the relocation process. Before a disaster occurs you should:

- Determine how soon and to what level operations must be continued in order to maintain your business.
- Evaluate your current insurance coverage. Plan for the additional cost and extra expense associated with operating a temporary facility. Business Income coverage can pay for lost income and continuing business expenses while Extra Expense coverage can provide the funds to set up and operate a temporary location following a disaster. Use Safeco's *Business Income Calculator* to assess your coverage needs at www.safeco.com/businessincome.
- Discuss your temporary location needs with a local commercial real estate agent you listed on your **Emergency Contact List**. Consider what facility features are required for a temporary operation:
 - Office space, warehouse, a shipping/receiving dock?
 - How much square footage?
 - Utilities - electrical, communications, plumbing, HVAC
- Make plans to replace, lease or rent equipment to resume operations as quickly as possible. Include provisions for transportation and set up as needed. Equipment considerations include:
 - Fixtures, machinery, or production equipment
 - Telephones, computers, and other telecommunications
 - Transportation - cars, delivery trucks, commercial vehicles
 - Highly specialized equipment or machinery may require an extended period of time to replace. Contingency plans should be made in advance to outsource or otherwise handle this work, if maintaining this customer relationship is critical to your continued business success.