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. Use this kit as a template or a guide, and add or change descriptions as appropriate.

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				

Emergency Items

Item						
Cash						
Water (1gal. per person/per day)						
Map of the area						
3 day supply of nonperishable 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

Item						
Dust/filter masks						
Moist towelettes						
Plastic garbage bags						
Paper towels						

Tools

Item						
Duct tape						
Pocket knife						
Wrench or pliers to turn off utilities						
Screwdriver						
Lighter/matches (sealed in plastic bag)						

Grab & Go Kits for Employees

Item						
Medications						
First aid kit						
Cash						
Emergency contact information						