

Disaster Plan Checklist

| <u>Disaster Planning Checklist</u> | |
|---|------------------|
| Item: | Completed |
| TELEPHONE | |
| Develop Emergency Phone Call List-Police, Fire, EMT & Display at all desks | |
| Develop Home/Cell/Spouse Phone list for all employees | |
| Add Call list #1 and #2 to all owner/manager cell phones | |
| Develop calling tree for emergencies-Owner/Manager down | |
| Plan for telephone forwarding or restoration if disaster | |
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| INSURANCE | |
| Perform video & spreadsheet inventory of all equipment/software with invoice copies | |
| Store copy of inventory both on and off site | |
| After performing inventory obtain replacement cost coverage | |
| Obtain business interruption insurance | |
| Update fire & personal injury liability coverage | |
| Update professional liability coverage | |
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| SYSTEMS | |
| Install surge suppressors at all workstations, note install date, replace if >3 years old | |
| Install uninterruptible power supply at server & main work stations | |
| Install security suite software at all workstations, set to automatic update | |
| Install firewall software at all workstations, set to automatic update | |
| Install hardware firewall at Internet connection | |
| Run Windows Update on all systems, set to automatic update | |
| Encrypt all server data | |
| Encrypt all laptop data | |
| Develop backup policy & enforce | |
| Develop employee policy manual, educate & enforce | |
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| INTRUDERS or DISASTERS | |
| Develop office-wide alert system | |
| Develop alternate physical office location | |
| Establish interior safe place | |
| Unplug all electrical devices | |
| Document office procedures | |
| Obtain and prominently mount fire extinguishers | |
| Obtain and prominently mount smoke detectors and weather radio | |
| Obtain first aid kit and educate employees to location | |
| Obtain emergency water, blankets, flashlights, batteries, radios | |
| Obtain cleaning supplies, rubber gloves, miscellaneous tool kit | |