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Disaster Recovery Plan

Checklist

- I. Emergency Contacts
 - A) Disaster recovery team
 - Names and phone numbers
 - Responsibilities and authorities
 - B) Employee List
 - Names and phone numbers
 - Addresses
 - Telephone tree system
 - C) Utilities
 - Gas
 - Telephone
 - Water
 -
 - Electric
 - Cable
 - Sewer
 - D) Contractors
 - Architect
 - Engineering
 - General
 - Demolition
 - Roofing
 - Environmental
 - Alarm
 - Computer
 - HVAC
 - Electric
 - Plumbing
 - Cable
 - Telephone
 - Sprinkler
 - Glass
 - Trash/Dumpsters
 - E) Emergency Agencies
 - Police
 - Fire EMS
 - OSHA
 - Public Health
 - Building and Codes
 - EPA
 - F) Insurance Agency and Company
 - Emergency Contacts
 - Policy Information and Limits

II. Salvage of Property and Assests

A) Information Systems

- Separate disaster plan
- Back up material storage and access
- Facility for retrieval of data- compatibility
- Priority of back-up material
- Temporary replacement of equipment

B) Temporary Location Needs

- Trailers for offices and/or storage
- Temporary storage location
- Temporary production facility
- Real estate broker for rental properties for operations

C) Clean-Up and Salvage

- Contractors for computers, machinery, building needs
- Employee operations including training, equipment, safety
- Environmental needs

D) Transportation Needs

- Relocation of stock
- Relocation of machinery- rigging contractor
- Forklift and/or crane rental
- Temporary packaging for salvaged items

E) Molds and Tooling

- Plans and specification from back-up information
- Repair of damaged items- contractor/ self
- Replacement- contractor/self

F) Machinery and Equipment

- List of equipment, specifications and special needs
- Repair damaged
- Replacement
- Electric motor repair service

G) Protection of Assests

- Salvage firm
- Tarps
- Temporary structure needs
- Security needs or guard services

H) Assessment of damaged goods

- Tools required for inspection
- Training required for inspection- other employees

III. Restoring Operations and Production

A) Relocation operations and Production

- Building specifications and utility needs
- Manufacturing and production needs
- Storage and distribution needs
- Office needs
- Staffing needs

B) Production needs

- Mutual aid agreements from contractors and competitors
- Forging
- Machining
- Plating
- Storage
- Distribution
- Mold repair or replacement

C) Replacement or Repair of Machinery

- New Units
- Used units availability and brokers
- Rebuild damaged units- contractors/ self

D) Suppliers

- Raw materials
- Finished goods
- Oils, fuels, gas, misc. items

E) Customer Lists

- Names and contacts
- Priority needs
- Assist the customer with other suppliers

F) Financial Recovery Needs

- Insurance company advances
- Bank lines of credit
- Replacement of banking needs, checkbooks, balances

IV. Emergency Response Needs

- A) Emergency Contacts
 - Response agencies
 - Response team
 - Employees

- B) Employee Accountability
 - Meeting sites
 - Drills
 - Accountability for all shifts and departments

- C) Disaster Plan Access
 - Take a plan while exiting the building

- D) Material Safety Data Sheets
 - Access for responders

- E) Maps, Site Plans, and Building Plans
 - Building preplans for responders
 - Utility location emergency shutoffs
 - Safety equipment locations and inventory
 - Hazardous areas and storage of HAZMAT items

- F) Public Relations and Communications
 - Staff communication
 - Public communication
 - Customer communications
 - Supplier communications

V. Other Items

A) Human Relation Items

- Medical response needs
- Emergency notification needs
- Workers compensation needs
- OSHA reporting
- Layoff needs/ severance needs
- Key employee lists/ special skills

B) Inventory

- Raw stock levels
- Goods in productions levels
- Finished goods levels
- Distribution material levels
- Supply levels, oils, packaging, etc.

C) Chain of Command

- Chain of command list of diagram
- Responsibilities
- Back-up staff
- Authority levels assigned if needed

D) Disaster Recovery Plan Maintenance

- Update responsibilities for each section
- Schedule for updates to be provided
- Master responsibilities for gathering updates
- Training plans and schedules
- Drill plans and schedules
- Copies to be kept at the plant and at home for key staff
- New employee orientation need for disaster plan

Disaster Planning

Hazard Analysis Chart

| Hazard | Frequency (Low, Medium, High) | Predictability (Low, Medium, High) | Intensity (Low, Medium, High) |
|---------------------------|-------------------------------------|--|-------------------------------------|
| Earthquakes | | | |
| Landslides | | | |
| Tornado | | | |
| Flood | | | |
| Hurricanes | | | |
| Storm | | | |
| Urban Fire | | | |
| Levee/Dam Failure | | | |
| Aircraft Wreck | | | |
| Train Wreck | | | |
| Multi-Vehicle Wreck | | | |
| Building Collapse | | | |
| Power Failure | | | |
| Gas Failure | | | |
| Water Supply Failure | | | |
| Chemical Spill | | | |
| Nuclear Spill | | | |
| Oil Spill | | | |
| Air Pollution | | | |
| Water Pollution | | | |
| Civil Disturbance | | | |
| Y2K | | | |
| Supplier Failure | | | |
| Loss of Major Customer | | | |
| | | | |
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