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 important records and emergency items to ensure 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				
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					
Dust/filter masks					
Moist towelettes					
Plastic garbage bags					
Paper towels					
Tools					
Duct tape					
Pocket knife					
Wrench or pliers to turn off utilities					
Screwdriver					
Lighter/matches (sealed in plastic bag)					
Grab & Go Kits for Employees					
Medications					
First aid kit					
Cash					
Emergency contact information					