

DISASTER RECOVERY KIT CHECKLIST

A disaster, no matter how great or small, can be a hectic time in both your professional and personal life.

This disaster recovery kit checklist will provide a breakdown of the items necessary to initiate recovery procedures in the wake of an interruption. One of the primary functions of any recovery kit should be protecting the important records and emergency items of a business in order to ensure a smooth reconstruction of vital information and operations following any disaster. Several kits should be prepared and be easily accessible so that restoration procedures can begin immediately.

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 (one gallon per person per day)				
Map of the area				
Three day supply of non perishable 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				