

# 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.

Description	Included		Quantity	Task Assigned To
	Yes	No		
<b>Business Continuity Plan Important Records</b>				
Insurance Policies				
Fixed Asset Inventory				
Contracts				
Employee Information				
<b>Operating System Installation Disks/Software Licensing Keys/Office Supplies</b>				
Software installation disks				
Software licensing keys				
Hardware serial numbers				
Stamps				
Writing utensils & notepads				
Stapler & staples				
Tape				
Printer paper				
Calculators				
Letterhead				

# DISASTER RECOVERY KIT

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				

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Screwdriver				
Lighter/matches (sealed in plastic bag)				
<b>Grab &amp; Go Kits for Employees</b>				
Medications				
First aid kit				
Cash				
Emergency contact information				