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DISASTER PLANNING

EXAMPLE DISASTER RECOVERY PLAN

1. Name of agency _____
2. Date of completion or update of the plan _____
3. Agency staff to be called in the event of a disaster:

Disaster Recovery Team:

Name:	Numbers:	Position:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Building Maintenance _____

Building Security _____

Legal Advisor _____

Note below who is to call whom upon the discovery of a disaster (Telephone Tree):



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4. Emergency services to be called (if needed) in event of a disaster:

Service:	Contact Person:	Number:
Ambulance	_____	_____
Carpenters	_____	_____
Data Processing Backup	_____	_____
Electrician	_____	_____
Emergency Management Coordinator	_____	_____
Exterminator	_____	_____
Fire Department	_____	_____
Food Services	_____	_____
Locksmith	_____	_____
Plumber	_____	_____
Police	_____	_____
Security Personnel (extra)	_____	_____
Software Vendor	_____	_____
Temporary Personnel	_____	_____
Utility Companies:		
Electric	_____	_____
Gas	_____	_____
Water	_____	_____
Others:		



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5. Locations of in-house emergency equipment and supplies
(attach map or floor plan with locations marked):

Batteries _____

Badges (employee identification) _____

Camera /Film _____

Cut-off Switches and Valves:

Electric _____

Gas _____

Water _____

Sprinkler System (if separate) _____

Extension Cords (heavy-duty) _____

Fire Extinguishers _____

Flashlights _____

Ladders _____

Mops/Sponges/Buckets/Brooms _____

Nylon Monofilament _____

Packing Tape/String/Scissors _____

Paper Towels (white) _____

Plastic Trash Bags _____

Rubber Gloves _____

Transistor Radio (battery powered) _____



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6. Sources of off-site equipment and supplies
 (if maintained on-site, note location):

Item:	Contact/Company:	Number:
Cellular Phone	_____	_____
Dehumidifiers	_____	_____
Drying Space	_____	_____
Dust Masks	_____	_____
Fans	_____	_____
Fork Lift	_____	_____
Freezer/Wax Paper	_____	_____
Freezer Space/Refrigeration Truck	_____	_____
Fungicides	_____	_____
Generator (portable)	_____	_____
Hard Hats	_____	_____
Pallets	_____	_____
Plastic Milk Crates	_____	_____
Pumps (submersion)	_____	_____
Rubber Boots	_____	_____
Safety Glasses	_____	_____
Trash Can (all sizes)	_____	_____
Vacuum/Freeze Drying Facilities	_____	_____
Waterproof Clothing	_____	_____
Wet-Dry Vacuum	_____	_____



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7. Salvage Priority List:

Attach a copy of the records retention schedule identifying all vital/essential records series. The location and record medium of the preservation duplicate for each vital records series should be noted.

It is also very helpful if other records series are reviewed to determine their priority for salvage should a disaster occur. The following questions can be helpful in determining priorities:

1. Can the records be replaced? At what cost?
2. Would the cost of replacement be less or more than restoration of the records?
3. How important are the records to the agency?
4. Are the records duplicated elsewhere?

To simplify this process, priorities may be assigned as follows:

1. Salvage at all costs.
(example, records that are historically valuable or non-vital records that are important to agency operations and very difficult to recreate)
2. Salvage if time and resources permit.
(example, records that are less important to the agency or somewhat easier to recreate)
3. Dispose of as part of general cleanup.
(example, records that do not need to be salvaged because they are convenience copies and the record copy is at another location)

8. Agency Disaster Recovery Procedures:

Attach a list of specific procedures to be followed in the event of a disaster in you agency, including responsibilities of in-house recovery team members.

9. Follow-up Assessment:

A written report, including photographs, should be prepared after recovery and attached to a copy of the disaster plan. The report should note the effectiveness of the plan, and should include an evaluation of the sources of supplies and equipment, and of any off-site facilities used.

(Adapted from *Basic Guidelines for Disaster Planning in Oklahoma*)