

# Flood Preparedness Checklist

The following checklist will help you prepare for how a flood could impact your business and your business continuity and disaster recovery activities.

<b>Before a Flood</b>	
	Keep business continuity plan up-to-date, including confirming flood insurance.
	Maintain accurate inventory lists.
	Check that disaster recovery kit contains all necessary emergency supplies.
	Postpone delivery of inventory and supplies.
	Install flood proof barriers or stack sandbags.
	Send non-critical employees home or notify them not to report to work.
	Activate communication plan procedures.
	Stay tuned to local media— television, radio, print/internet, social media
<b>During the Flood</b>	
	Activate business continuity plan.
	Evacuate when required.
	Follow evacuation procedure.
	Elevate stock and moveable equipment.



	Prepare and take Grab and Go Bags.
	Forward business phone(s) to cell phones.
	Unplug electrical items.
	Locate and shut off main gas line and electricity breaker.
	Continue communication plan.
<b>After the Flood</b>	
	Listen to local media for information on receding water, neighborhood access, boil water alerts, etc.
	Avoid flood waters.
	Be aware of compromised infrastructure, as roads and bridges may weaken and collapse.
	Activate disaster recovery plan.
	Contact insurance agent.
	Continue communication plan.
	Clean and disinfect everything that got wet and is salvageable.



# Hurricane Preparedness Checklist

Hurricanes generate high winds, blowing rain, storm surge, and flooding. The following checklist will help you prepare for a hurricane's impact on your business and your business continuity and disaster recovery activities.

<b>Before A Hurricane</b>	
	Monitor the storm's progress.
	Identify a safe evacuation route, including possible alternate routes.
	Decide if anyone will shelter in place.
	Check that disaster recovery kit contains all necessary emergency supplies.
	Backup all data on servers and personal computers.
	Turn off all non-critical electrical equipment.
	Check the UPS (uninterruptible power source) and move it above floor level.
	Elevate stock and moveable equipment.
	Install flood barriers or stack sandbags.
	Install storm shutters or cover window and other glass entries with plywood.
	Remove or secure outdoor items that could blow away or cause damage.
	Prepare and take Grab and Go Bags.
	Send non-critical employees home or notify them not to report to work.
	Have cash for post hurricane needs, including supplies, paying contractors, or employees.
	Fill generator tanks and all company vehicles.
	Follow evacuation procedure.
	Forward business phone(s) to cell phones.
	Locate and shut off main gas line and electricity breaker.



	Activate communication plan procedures.
	Stay tuned to local media --- television, radio, print/internet, and social media.
	Confirm remote access to your company website for updates, if you have one.
	Evacuate if there is an order to do so, or if you decide to do so for safety reasons.
<b>During the Hurricane, if you or a skeleton crew decides not to evacuate:</b>	
	Tune in to storm updates via radio or television, cell phone apps or social media.
	Patrol the building looking for leaks or other damage.
	Monitor any equipment that must remain on line.
	If there is a loss of power, turn off all remaining electrical equipment and switches to prevent issues once power comes back on.
	As soon as possible update employees as part of the communication plan.
<b>After the Hurricane</b>	
	Stay tuned into radio or television for weather updates including remaining bands of rain.
	Wait until evacuation order is lifted to reenter.
	Be aware of compromised infrastructure, as roads and bridges may weaken and collapse.
	Survey damage, take photos, and secure the building.
	Procure 24-hour security if needed.
	Look for safety hazards such as live wires, leaking gas, structural damage, etc.
	Contact insurance agent.
	Continue communication plan.
	Begin salvage and debris removal.





# Sample Employee Emergency Contact Information

<b>Employee Name:</b>			
Street Address		Emergency Contact Name	
City, State, Zip Code		Relationship To Employee	
Telephone Number	Mobile Number	Contact Telephone	Alternate Telephone
Personal Email		Contact Email	
Evacuation Plan			

<b>Employee Name:</b>			
Street Address		Emergency Contact Name	
City, State, Zip Code		Relationship To Employee	
Telephone Number	Mobile Number	Contact Telephone	Alternate Telephone
Personal Email		Contact Email	
Evacuation Plan			

<b>Employee Name:</b>			
Street Address		Emergency Contact Name	
City, State, Zip Code		Relationship To Employee	
Telephone Number	Mobile Number	Contact Telephone	Alternate Telephone
Personal Email		Contact Email	
Evacuation Plan			



# Vendor and Supplier Emergency Contact Information

<b>Business Name:</b>		
Street Address		Contact Name
City, State, Zip Code		Contact Telephone Number
Telephone Number	Fax Number	Contact Email
Website	Account Number	Does this business Have A Continuity Plan?
Product/Service Provided		
If this company experiences a disaster, we will obtain materials/services from the following:		

<b>Business Name:</b>		
Street Address		Contact Name
City, State, Zip Code		Contact Telephone Number
Telephone Number	Fax Number	Contact Email
Website	Account Number	Does this business Have A Continuity Plan?
Product/Service Provided		
If this company experiences a disaster, we will obtain materials/services from the following:		



# Creditor Contact Information

<b>Creditor Name:</b>		
Street Address		Contact Name
City, State, Zip Code		Contact Telephone Number
Telephone Number	Fax Number	Contact Email
Website	Account Number	Type of Account

<b>Creditor Name:</b>		
Street Address		Contact Name
City, State, Zip Code		Contact Telephone Number
Telephone Number	Fax Number	Contact Email
Website	Account Number	Type of Account

<b>Creditor Name:</b>		
Street Address		Contact Name
City, State, Zip Code		Contact Telephone Number
Telephone Number	Fax Number	Contact Email
Website	Account Number	Type of Account



## Primary Customer Contact Information

<b>Customer Name:</b>			
Street Address		<b>Customer ID or Account Number</b>	
City, State, Zip Code		Alternate Contact Name	
Telephone Number	Mobile Number	Contact Telephone	Alternate Telephone
Email Address		Alternate Contact Email	

<b>Customer Name:</b>			
Street Address		<b>Customer ID or Account Number</b>	
City, State, Zip Code		Alternate Contact Name	
Telephone Number	Mobile Number	Contact Telephone	Alternate Telephone
Email Address		Alternate Contact Email	

<b>Customer Name:</b>			
Street Address		<b>Customer ID or Account Number</b>	
City, State, Zip Code		Alternate Contact Name	
Telephone Number	Mobile Number	Contact Telephone	Alternate Telephone
Email Address		Alternate Contact Email	





## Sample Data Recovery Test Plan

The purpose of a data recovery test plan is to identify and document the tasks and procedures included in the test. The plan is tested to ensure that critical business functions can continue in the event of a disaster. During the test, use information restored from your tape drive, dvd or off-site storage location.

Testing is also a training opportunity for staff. The test results and any problems encountered should be reviewed and used to update the plan's tasks and procedures.

A test plan should include the following:

1. Schedule
2. Scope
3. Objective
4. Assumptions
5. Success Criteria
6. Test Teams
7. Pre-Test Planning
8. Planned start and stop time of test and tasks
9. Actual start and stop time of test and tasks (to be completed during the test)
10. Critical Test Checkpoints
11. Disaster Recovery Backup Site
12. Summary and Observations
13. Test Problem Log
14. Target Date for Resolution
15. Recommendations for Next Year's Test

