

Recovering Your Business

Even with an Agility membership, the day after a catastrophe can be a hectic and stressful day. This checklist will help you manage your responsibilities and response during an actual event. Your response and responsibilities will vary depending on the scope and severity of the disaster.

- Obtain all contact information lists and recovery plan information
- Confer with your management team regarding response priorities and steps
- Initiate Crisis Management Plan
- Expedite emergency financial plan and disaster accounting system
- Assess short and long term impacts of the interruption
- Interface with community, emergency, rescue and/or relief organizations
- Communicate the plan, recovery location and timeline with contracted recovery vendors
- Inform employees and support staff of primary recovery location and timeframe
- Communicate recovery time and location to Offsite Data Back-Up Vendor
- Notify customers, vendors & suppliers of situation, recovery location and timeframe
- Initiate Media Communication Plan
- Assemble IT staff at recovery location to restore servers and set up PCs
- Verify functioning of desktop, servers & ensure access to all critical applications & data
- Manage involved employees and support staff
- Respond to employee needs and requirements
- Assess the damage to your facility and equipment
- Create damage and salvage list
- Track costs for insurance purposes
- Contact insurance company
- Declare to employees, media, vendors and clients that the event is over