

# Disaster Recovery Plan

**First, list the following:**

- Key personnel contact information

[Redacted area for key personnel contact information]

- Insurance information

[Redacted area for insurance information]

- Vendor contacts (computer hardware, plumbing, HVAC, etc.)

[Redacted area for vendor contacts]

- Key customer contacts

[Redacted area for key customer contacts]

- Bank and financial information

[Redacted area for bank and financial information]

- Offsite data storage facility

[Redacted area for offsite data storage facility]

**Then, give step-by-step instructions for what to do in the event of a disaster. Include:**

- An evacuation plan

[Redacted area for evacuation plan]

- How you will notify employees and customers in the event of an emergency

[Redacted area for notification instructions]

- Instructions for redundancy (how to access backups for power, equipment, supplies and data)

[Redacted area for redundancy instructions]

- A list of the software packages that will be part of the recovery

[Redacted area for software packages list]