

PREPAREDNESS

Date updated:

Natural Hazards	Assessment Level			
	Defined	Credible	Potential	Minimal
	Earthquakes			
	Hurricanes			
	Tornadoes			
	Flooding			
	Landslides			
	Wildfire			
Tsunami				

[illegible]

DISASTER PREPAREDNESS

Facilities Information

Emergency Contact(s) – Who will you contact in the event of a document-threatening disaster?

Name: [Ex. Facilities Manager]

Phone:

After-Hours Phone:

Email:

Name: [Ex. Facilities Manager]

Phone:

After-Hours Phone:

Email:

Utility Control Locations and Procedures

Item	Location	Procedure
Gas (main shut-off valve)		
Water (main shut-off valve)		
Electricity (main circuit box)		

Information Technology

Data Duplication

Manual	Person Responsible for Duplication Name:
	Drive Location (Physical) Local Drive: Off-Site (Secondary Location):
	Testing/Audit of Manually Backed-Up Data Last Scheduled Test/Audit: Next Scheduled Test/Audit: Notes:
Automatic	Storage Provider Cloud Service/Hosting Company: Point of Contact: Phone: After-Hours Phone: Email: