# PREPAREDNESS

Prepared by:
Date completed:
Date updated:

## **Environmental Threat Assessment**

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

## **Records Inventory**

Mission-Critical Documents - These are documents that your organization can't afford to lose.

	Threat Assessment Level		Primary Location	Secondary Location
	Defined	Credible		
Example 1		Х	C:\Documents\Example.1	Local Drive
Example 2	Х		HR Office (filing cabinet)	Local Drive



# **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:				
<b>Utility Control Locations and</b>	Procedures			
Item	Location	Procedure		
Gas (main shut-off valve)				
Water (main shut-off valve)				
Electricity (main circuit box)				

# **Information Technology**

**Data Duplication** 

	Person Responsible for Duplication Name:
Manual	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:

