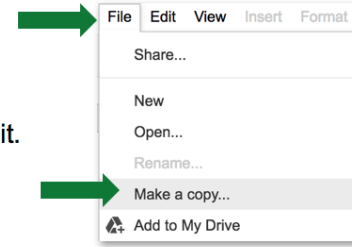


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CONTINGENCY PLAN CHECKLIST TEMPLATE

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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

CONTINGENCY PLAN CHECKLIST

X	ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED
	Establish disaster planning and a mitigation team				
	Determine the risks for all potential disasters				
	Create an evacuation plan				
	Conduct practice drills regularly				
	Establish a central meeting place for all staff members				
	Identify and post all emergency contact information				
	Establish a phone tree				
	Put together an emergency kit (first-aid kit, flashlight, batteries, fire extinguisher, radio, etc.)				
	Collect all staff contact information				
	Establish an alternate work site and a remote access policy				
	Document and distribute the full disaster and business contingency plan				

RECOVERY PROCEDURES

The organization details the specific activities or tasks needed to recover normal and critical business operations. It describes each strategy by enumerating the specific set of activities and tasks needed to recover appropriately.

X	ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED
	1. Disaster Occurrence				
	2. Notification of Management				
	3. Preliminary Damage Assessment				
	4. Declaration of Disaster				
	5. Plan activation				
	6. Relocation to remote site				
	7. Implementation of temporary procedure				
	8. Establishment of Communication				
	9. Restoration of data process				
	10. Commencement of alternative site operations				
	11. Cessation of alternative site operations				

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