# Disaster Recovery Plan

**First, list the following:**

- Key personnel contact information

- Insurance information

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

- Key customer contacts

- Bank and financial information

- Offsite data storage facility

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

- An evacuation plan

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

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

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