Disaster Recovery Checklist

Software Solutions

Phase	Task	Description	Done
Pre-disaster Preparation	Develop a comprehensive disaster recovery plan	Outline emergency procedures, communication channels, and roles and responsibilities for key personnel.	
	Conduct regular drills and exercises	Test your plan to identify weaknesses and areas for improvement.	
	Establish partnerships with other agencies	Collaborate with neighboring jurisdictions, state and federal agencies, and non-governmental organizations.	
	Inventory critical infrastructure	Document the location and importance of essential facilities, such as power plants, water treatment plants, and emergency shelters.	
	Collect adequate supplies	Maintain a stockpile of emergency supplies, including food, water, medical equipment, and communication devices.	
	Implement a data backup and recovery strategy	Regularly back up critical data and store backups in a secure, off-site location.	
	Train staff on disaster response procedures	Educate employees on their roles and responsibilities during emergencies.	
Immediate Response	Assess the Situation	Conduct rapid damage assessment of infrastructure and essential services.	
	Activate Emergency Plans	Implement disaster-specific emergency response protocols.	
	Establish Command & Communication	Set up centralized command center and ensure communication channels are operational.	
	Ensure Public Safety	Evacuate citizens, secure areas, and deploy emergency services.	
	Coordinate with State & Federal	Request additional resources and financial aid from state and federal agencies.	
Recovery & Rebuilding	Assess & Document Damage	Conduct thorough assessments, documenting damage for insurance, grants, and budgeting.	
	Develop a recovery plan	Outline the steps needed to rebuild and restore the community.	
	Restore Essential Services	Expedite restoration of utilities, communications, and infrastructure.	
	Coordinate with insurance companies	Work with insurance providers to process claims and obtain necessary funds.	
	Manage Public Health & Welfare	Provide emergency medical care, clean water, food, and sanitation.	
	Support Vulnerable Populations	Ensure elderly, disabled, and low-income citizens receive aid.	
	Support economic recovery	Implement programs to stimulate economic activity and job creation.	
	Clear & Rebuild	Clear debris and begin rebuilding public infrastructure and homes.	
Administrative Operations	Financial Management	Track all disaster-related expenses and apply for relief funding.	
	Communicate Continuously	Provide regular updates via social media, press releases, and community meetings.	
	Review & Revise Policies	Update emergency protocols based on lessons learned.	
	Employee Support & Management	Ensure employees are paid and offer support services if needed.	
	Long-Term Recovery Planning	Engage stakeholders in creating a long-term recovery and resilience plan.	
Technology & Data Management	Backup & Restore Data	Ensure critical data is backed up and restored as needed.	
	Utilize ERP for Efficiency	Use ERP modules to manage resources, track expenditures, and monitor progress.	
	Cybersecurity & IT Continuity	Strengthen cybersecurity measures and ensure IT systems remain functional.	
Post-Disaster Evaluation	Review the emergency response plan	Identify areas for improvement and make necessary revisions.	
	Conduct a lessons learned analysis	Evaluate the effectiveness of the response and identify best practices.	
	Implement improvements	Make changes to your plan and procedures based on the lessons learned.	