DISASTER PREP PLAN

Are we prepared?

Check the applicable box after team completes.

First things first...

Evaluate Current Risk

☐

Account for geographical location of information.

☐ Account for record format.

☐ Account for essential/vital and confidential information.

☐ Account for information with high security concern.

Consider impact of information loss in the...

☐ Short-term.

☐ Long-term.

TSLAC Disclaimer: This checklist does not represent an extensive tool of what to account for when creating and maintaining an information disaster plan.

Notes & Comments

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Check the applicable box after team completes.

Next things next...

Prevent Future Risk

☐

Establish relationship with external contacts for necessary resources

☐ Establish emergency response contact list.

Enlighten employees on...

- ☐ The associated risk with managing information.
- ☐ How to report a finding.
- ☐ Their role in the plan.
- ☐ How to access the plan.

☐

Include prevention methods in policies and procedures.

☐

Implement routine emergency response training.

Notes & Comments