

Disaster Planning and Identity Theft



Disaster Preparation Worksheet

System and Application Documentation

Purpose

To document all IT systems in order to know what equipment is required to perform day to day business and how to get access to addition systems in the event of a disaster.

Primary and Satellite Offices/Locations

Make a complete list of all offices and contact information for each office.

OFFICE NAME	CONTACT INFORMATION
	Address: Primary Contact: Secondary Contact: Land Phone: Cell Phone: Fax: E-Mail: Pager: Connectivity Type: Location of Network Documentation:
	Address: Primary Contact: Secondary Contact: Land Phone: Cell Phone: Fax: E-Mail: Pager: Connectivity Type: Location of Network Documentation:

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Hardware and Software

Create a complete inventory of all the hardware and software throughout you entire company.

