

Facilities and Essential Equipment Back-Up and Recovery Strategies

Many unexpected events can affect facilities and essential equipment that are vital to continuation of normal business activities. These include fire, flood, hurricane, terrorist activity, etc. Your department must therefore develop a plan of how to continue to provide business services to its customers in the event of a disaster, which affects either its facilities or essential equipment.

We recommend that each department look close at its facilities and determine what type of replacement facility would be necessary. If a like facility is available within your department (i.e. you have multiply locations you can work out of) you should develop a plan for relocation and what that means to you. If you do not have multiply worksites and have no idea of where you could relocate to in the event of a business interruption or disaster please call Gayle Cantrell at 409-772-5234.

This section will also include a list of your critical equipment and back-up information.

1. FACILITIES

NAME OF FACILITIES	AGREED BACK-UP AND CONTINUITY STRATEGY

(Use cut and paste facility to add further entries)

2. ESSENTIAL EQUIPMENT

NAME OF EQUIPMENT	DESCRIPTION OF EQUIPMENT	LOCATION	COST ESTIMATE TO REPLACE
Agreed Back-up Continuity Strategy			

NAME OF EQUIPMENT	DESCRIPTION OF EQUIPMENT	LOCATION	COST ESTIMATE TO REPLACE
Agreed Back-up Continuity Strategy			
NAME OF EQUIPMENT	DESCRIPTION OF EQUIPMENT	LOCATION	COST ESTIMATE TO REPLACE
Agreed Back-up Continuity Strategy			

Add lines as needed.