



## Suggested Documents for your BC/DR Plan

The following is a list of optional documents suggested for inclusion to build a stronger and more robust disaster recovery plan.

- Applications and Contact Information
- Directions to Alternate Work Site (Hot Site\*)
- Disaster Alert Procedures, Team Members, and Contact Information
- Hot Site Contact Information and Procedures
- Offsite Storage Contact Information and Emergency Procedures
- Windows Restore Procedures
- Data Communications
- Vendor Contacts
- Contents of the Documentation Box (Doc Box)
- Guidelines for Application Hot Site Tests
- Mainframe Communications
- Electronic Messaging Recovery
- Backup Listings
- Calendars with Julian Dates
- Hot Site Contract
- Communications Architecture and Configuration
- Disaster Recovery Communication Topology
- Instructions for Completing Shipping Labels
- Hardware Configuration
- Electronic Payroll Contingency Procedures
- Payment Processing Points of Contact

**\*Hot Site** - An alternate facility with ready-to-use equipment and resources to recover the critical business functions affected by a disaster. Hot sites vary depending on the type of facilities offered (such as data processing equipment, communications equipment, electrical power, etc.). Commercial vendors typically provide separate space/facilities with monthly subscriptions for recovering business unit operations and computer operations. See also Cold Site and Warm Site.