



RECOVERY AFTER AN INCIDENT

COMPLETED	Recovery After [Incident] Tasks	Primary Staff Responsible	Alternate Staff Responsible
<input type="checkbox"/>	Authorize employees with assigned recovery responsibilities to return to the facility, assess conditions, document damages, and notify the business owner, key managers, etc., of their findings.		
<input type="checkbox"/>	When it is deemed safe, authorize employees with assigned start-up responsibilities to begin the documented start-up procedures.		
<input type="checkbox"/>	Take an overall inventory, including photos of all damaged property, and report damage and related expenses to your insurance company.		
<input type="checkbox"/>	Where possible or necessary, protect building, equipment and furniture from further damage.		
<input type="checkbox"/>	Instruct employees returning to the building to examine their work area, test all office equipment and report findings back to the designated staff contact. Notify key customers, suppliers and partners of office/facility reopening and any necessary property or operational changes resulting from storm damage.		
<input type="checkbox"/>	When all safety and operational concerns are addressed, provide an "all clear" so employees can return to work.		
<input type="checkbox"/>	[Insert additional rows for your own specific action items or tasks]		