

Voice/Data Communications



Institute for Catastrophic
Loss Reduction
Building resilient communities

Use this form to list your voice and data communications needs. Communication with employees, vendors, customers, emergency officials and other key contacts is vital to your ability to resume business operations following a disaster event. This form should be used to determine what telecommunications equipment you need to help you with that communication.

If you go to a recovery location, it is likely you will need to lease or purchase telecommunications equipment. You may use the Voice/Data Communications form to list what you would order, and in the Description & Model No. field, write "Unknown," or similar words, if you do not yet have that information. Be sure to explain in Recovery Notes.

If you plan to purchase or lease multiple items of the same type—e.g. telephones—you can condense the information into one record. List relevant details in Recovery Notes.

Save a blank version of this form so you can make additional copies as needed.

- Type of Service**
- Telephone
 - PBX x/ ACD (Private Branch Exchange w/ Automatic Call Distribution)
 - PC Data Communications
 - Mobile Phone
 - Other (Explain)
 - Satellite Phone
 - Fax Machine
 - Two-Way Radio & Pager

Description & Model #

(Enter "unknown" if telecommunications item is to be leased/bought for recovery location)

- Status**
- Currently in use
 - Will lease/buy for recovery location

- Voice Communications Features**
- Voice mail
 - Speaker
 - Text Messaging
 - Other (Explain)
 - Conversation recorder
 - Conference

- Data Communications Features**
- Cable
 - DSL
 - Other (Explain)
 - Dial-up
 - T-1

Quantity

Primary Supplier/Vendor

Alternate Supplier/Vendor

Recovery Install Location

Recovery Notes



A program of the Insurance Institute
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