

# YOUR DISASTER RECOVERY CHECKLIST

*This checklist will help you assess and strengthen your disaster recovery plan to ensure your business can quickly recover from any disruption.*

## 1. Assess Your Business Risks

- Identify potential threats (e.g., cyberattacks, natural disasters, system failures).
- Conduct a Business Impact Analysis (BIA) to understand the critical functions and processes.
- Determine the maximum acceptable downtime (MAD) for each key function.

## 2. Define Recovery Objectives

- Establish your Recovery Time Objective (RTO) – How fast do you need to recover operations?
- Set your Recovery Point Objective (RPO) – How much data loss is acceptable?
- Align your RTO and RPO with your business needs.

## 3. Data Backup and Storage

- Set a regular data backup schedule (daily, weekly, real-time).
- Use offsite or cloud-based backup solutions to protect against local disasters.
- Ensure backups are encrypted and secure.
- Regularly test backup integrity to verify successful recovery.
- Perform disaster recovery drills to ensure data can be restored quickly.

## 4. Business Continuity Plan (BCP)

- Create a Business Continuity Plan that outlines how to maintain essential operations during a disaster.
- Identify critical business functions and ensure they have recovery plans in place.
- Maintain an updated list of key personnel and their roles during a disaster.
- Review and update the BCP regularly (at least annually).

## 5. Incident Response and Communication Plan

- Designate an incident response team with clear roles and responsibilities.
- Establish communication channels and protocols for internal and external stakeholders.
- Prepare templates for messaging employees, customers, and the media.
- Create an escalation process for urgent issues.
- Ensure all team members are trained on the communication plan and are familiar with it.

## 6. Cloud Solutions and Failover

- Evaluate if cloud infrastructure and services are in place for a smooth failover during a disaster.
- Set up a failover plan that ensures business operations can continue in a cloud environment.
- Ensure your cloud services provider supports quick recovery and scalability.

## 7. Regular Testing and Drills

- Schedule and conduct regular disaster recovery tests to simulate various disaster scenarios.
- Evaluate the response time and effectiveness of your recovery plans after each test.
- Train employees on how to react in case of a disaster to ensure smooth execution of the plan.

## 8. Review and Update

- Regularly review and update the disaster recovery and business continuity plans to address emerging risks and changes in your business.
- Document all lessons learned from disaster recovery tests and real incidents.
- Maintain an updated inventory of IT assets, applications, and business-critical data.