

# DISASTER RECOVERY PLAN

## CHECKLIST

No business is immune to disaster.

Use this as a starting point for your comprehensive preparedness plans. Disaster recovery strategies, however, will always depend on each organization's specific structure, systems and environments, as well as the severity and nature of the disaster situation. Be prepared for anything. **This Plan Includes Comprehensive Checklists for:**



Incident Response Team

Business Continuity Process

Business Impact Analysis



Education and Training

Protecting Sensitive Information

Backing Up Important Data



Designating a Recovery Site

Crisis Communications Plan

Test, Measure, and Update



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# INCIDENT RESPONSE TEAM



- TEAM COORDINATOR \_\_\_\_\_
- INFORMATION SECURITY \_\_\_\_\_
- SYSTEMS \_\_\_\_\_
- SECURITY \_\_\_\_\_
- PRODUCTION \_\_\_\_\_
- INSURANCE \_\_\_\_\_
- LEGAL \_\_\_\_\_
- PUBLIC RELATIONS \_\_\_\_\_
- PERSONNEL \_\_\_\_\_
- AUDIT \_\_\_\_\_
- EMERGENCY RESPONSE TEAM \_\_\_\_\_

# BUSINESS CONTINUITY PROCESS

## MISSION-CRITICAL

- PROCESSES \_\_\_\_\_
- SERVICES \_\_\_\_\_

## ACCEPTABLE LEVELS OF

- SERVICE DURING A DISASTER \_\_\_\_\_
- PRODUCTION DURING A DISASTER \_\_\_\_\_

## RECOVERY

- TIME OBJECTIVES (RTO) \_\_\_\_\_
- POINT OBJECTIVES (RPO) \_\_\_\_\_

## ESSENTIAL

- EMPLOYEES \_\_\_\_\_
- SUBCONTRACTORS/SERVICES \_\_\_\_\_

- MISSION-CRITICAL TECHNOLOGY COMPONENTS \_\_\_\_\_
- COMPLIANCE REQUIREMENTS GOVERNING \_\_\_\_\_
- BUSINESS PARTNER ESSENTIAL METRICS TO ENSURE NO BREACH OF CONTRACT \_\_\_\_\_
- POTENTIAL THREAT SCENARIOS IDENTIFIED \_\_\_\_\_
- PRACTICAL DISASTER RECOVERY STRATEGIES FOR EACH SCENARIO \_\_\_\_\_
- DISASTER SITUATION BUDGET / COSTS OF DOWNTIME AND PRODUCTIVITY \_\_\_\_\_





# BUSINESS IMPACT ANALYSIS

## IDENTIFY AREAS OF VULNERABILITY:

- PEOPLE / RELATIONSHIPS
  - PROPERTY
  - SUPPLY CHAIN
  - PRODUCTION
  - INFORMATION TECHNOLOGY
  - BUSINESS REPUTATION
  - CONTRACT OBLIGATIONS
- 
- REVIEW AND PRIORITIZE AREAS OF VULNERABILITY
  - DEVELOP MITIGATION STRATEGIES



**BACK UP  
IMPORTANT  
BUSINESS  
DATA**

## **IDENTIFY IMPORTANT BUSINESS DATA**

- WORKING FILES
  - EMAILS OR OTHER RECORDED BUSINESS COMMUNICATIONS (CHAT/PHONE CALLS)
  - INVOICES
  - TAX/FINANCIAL INFORMATION
  - EMPLOYEE AND CUSTOMER RECORDS
  - CONTRACTS WITH SUPPLIERS OR CUSTOMERS
  - HARD COPY DATA
- 
- IDENTIFY BACKUP POINTS, REPLICATION TARGETS
  - IDENTIFY BACKUP AND DISASTER BUDGET
  - ENSURE HARD-COPIES ARE KEPT IN SAFE PLACES, AND ENSURE DIGITAL COPIES EXIST

## EDUCATION AND TRAINING

- LIST CONTACT INFORMATION FOR ALL KEY PERSONNEL
- MAKE SURE ENTIRE COMPANY IS AWARE OF THE ROLES DURING A DISASTER
- ENSURE TRAINING FOR KEY PERSONNEL ON THE BC PLAN REQUIREMENTS

## ISOLATE SENSITIVE INFORMATION

- IDENTIFY WHERE SENSITIVE INFORMATION IS STORED/PROCESSED
- IDENTIFY MEANS TO BACK UP SENSITIVE INFORMATION
- MEANS TO PRIORITIZE THIS INFORMATION ON RECOVERY

## DESIGNATE A RECOVERY SITE

- WHERE CAN STAFF RELOCATE IN CASE HEADQUARTERS IS DOWN?
- CAN STAFF WORK FROM HOME USING SECURE VPN CONNECTIONS?
- RESOURCES NEEDED FOR RECOVERY SITE(S)

## CRISIS COMMUNICATIONS PLAN

- DEVELOP INTERNAL CRISIS COMMUNICATION STRATEGY

- DEVELOP EXTERNAL CRISIS COMMUNICATION STRATEG

- TEMPLATES/SCRIPTS FOR POTENTIAL DISASTER SITUATIONS

- MAKE SURE THE TASK TEAM KNOWS EACH OF THEIR ROLES IN THE COMMUNICATION PLAN

- TEST EACH DISASTER RECOVERY PLAN FOR EACH RISK SITUATION IDENTIFIED

- REVIEW ANY VULNERABILITIES OR ISSUES FOUND DURING TESTING

- RE-EVALUATE PLAN AND FIX ANY ROADBLOCKS FOUND

## TEST, MEASURE & UPDATE