

# DISASTER RECOVERY PLAN CHECKLIST



DATE: \_\_\_\_\_

#	STEPS TO TAKE:	
1	<p><b>Define What a Disaster Is</b></p> <p>To create an effective plan, you first need to define what constitutes a disaster. For some businesses, they may not consider losing power for a few hours a disaster, while for others, any data loss could be devastating.</p>	
2	<p><b>Assess the Risk</b></p> <p>After you have defined what a disaster is, you need to assess the risk of each type of disaster occurring. This will help you determine which disasters you need to plan for and how likely they are to happen.</p>	
3	<p><b>Back up Your Data Regularly</b></p> <p>One of the most important aspects of a disaster recovery plan is backing up your data regularly. This will ensure that you have a recent copy of your data in case you do lose it in a disaster.</p>	
4	<p><b>Define Who is Responsible for What</b></p> <p>To make sure that your business executes a disaster recovery plan effectively, you need to define who is responsible for each task. This will ensure that everyone knows what they need to do in the event of a disaster.</p>	
5	<p><b>Test Your Plan Regularly</b></p> <p>It is important to test your disaster recovery plan regularly to ensure that it is effective. This will help you identify any weaknesses in your plan and make sure that it will work when you need it.</p>	
6	<p><b>Keep Your Plan Up to Date</b></p> <p>As your business changes, so should your disaster recovery plan. Make sure to keep your plan up to date so that it reflects the current state of your business.</p>	
7	<p><b>Communicate Your Plan</b></p> <p>For your disaster recovery plan to be effective, you need to communicate it to all members of your organization. This ensures everyone is on the same page and knows what to do in the event of a disaster.</p>	

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#	STEPS TO TAKE:	
8	<p><b>Review Your Insurance Coverage</b></p> <p>Your disaster recovery plan should include a review of your insurance coverage. This will ensure your business receives coverage in the event of a disaster.</p>	
9	<p><b>Have a Communication Plan</b></p> <p>In case of a disaster, you need to have a communication plan in place so that you can communicate with your employees, customers, and other stakeholders. This will ensure everyone receives timely updates on the status of your business.</p>	
10	<p><b>Update Your Disaster Recovery Plan Regularly</b></p> <p>You should update your disaster recovery plan regularly to ensure that it is effective. This will help you keep up with changes in your business and make sure that your plan is always ready to use.</p>	
11	<p><b>Keep Your Data Secure</b></p> <p>To keep your data secure, you need to have a plan in place for how you will protect it. This includes having a backup plan and security measures in place.</p>	
12	<p><b>Have a Plan for Business Continuity</b></p> <p>In the event of a disaster, you need to have a plan in place for how your business will continue to operate. This includes having a backup location and employees who can work remotely.</p>	
13	<p><b>Train Your Employees</b></p> <p>It is important to train your employees on your disaster recovery plan so that they know what to do in the event of a disaster. This will ensure that they are prepared and can execute the plan effectively.</p>	
14	<p><b>Review Your Vendors</b></p> <p>You should review your vendors and suppliers to ensure that they have a disaster recovery plan in place. This will ensure that you can continue to get the supplies and services you need in the event of a disaster.</p>	

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15	<b>Plan for Disasters</b> The best way to prepare for a disaster is to plan for it. This includes having a solid disaster recovery plan in place.	