



Business Emergency (DR) Plan

Is Your Business Ready for an Emergency?

Use this plan to make sure your
business can recover from
emergencies as quickly as possible.

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STEP 1

Emergency Contacts

If something happens, whom do we call? This list should be printed and kept in a safe place, like a drawer at home and in the office.

Primary Contact (Owner/ Manager)

Name:

Cell Phone:

Email:

Team Members

Name:

Cell Phone:

Role/ Responsibility:

Key Suppliers/ Partners

IT/ Computer Help:

Internet Provider:

Power Company:

Alarm/ Security Company:

Insurance Company:

Accountant/ Financial Advisor:

STEP 2

Most Important Business Info

What are the 3-5 things our business can't run without? We need to know how to get them back?

Our Customer List

Where is it saved? (eg. in the cloud, on a specific computer, in a software program).

How often is it backed up?

Our Customer List

Where are they saved?

How often are they backed up?

Our Website/ Online Store

Who manages it?

What is the name of the company that hosts it?

Our Key Programs/ Software

Name of software:

Where is the login information saved?

Is there a backup copy of the software installation file?

STEP 3

Our Backup Plan

This is the most important part! We have a plan for how we save copies of our data.

How often do we back up our data?

Where is the backup saved?

How do we check if the backup is working?

STEP 4

Getting Back to Normal

If a disaster happens, this is a simple checklist for how we will recover.

Safety First!

Make sure everyone is safe and accounted for.

1

Declare the Emergency

Call the contacts on our emergency list to get the recovery process started.

2

Restore the Most Important Info First

We will work with our IT provider to get our most critical systems (listed in Step 2) back online.

3

Find a Temporary Workspace

If our office is unusable, where will we work from? (e.g. a coffee shop, home, friend's office).

4

Let Everyone Know

We will contact our customers and suppliers to let them know what's happening and that we are working to resolve it.

5



Built on cloud. Driven by people.