



Disaster Recovery Checklist

Is Your Business Ready for a Disaster?

Use this checklist to help you see if you're prepared for an IT emergency.

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PART 1

Your Emergency Plan

Do you have a plan?

Is your emergency plan written down somewhere?

Do you have a copy saved off-site (not in your office)?

Do you have a list of important phone numbers and passwords you can grab quickly if you have to leave the office?

Who does what?

Is your emergency plan written down somewhere?

Do you have a copy saved off-site (not in your office)?

Do you have a list of important phone numbers and passwords you can grab quickly if you have to leave the office?

What are your most important systems?

Have you listed your most critical business information and systems? (e.g., your customer list, accounting and other software, website).

Do you know how long you can afford to be without these things before it hurts your business?

Do you have a plan?

Do you have a plan for how often you save copies of your important data?

Do you have a backup of your data saved somewhere other than your main computer?

Do you have a copy of your backups saved in a different location, like the cloud?

Are your backups working?

Do you regularly check to make sure your backups are actually saving?

Do you know how to get your data back from your backups if you need to?

Is your backup data safe?

Are your backups protected from hackers or viruses?

Is the location where you store your backups locked and secure?

What equipment do you need?

Do you have a list of your computers, software, and other tech equipment?

Do you know where you can get new equipment if yours is destroyed?

Do you know how to get everything running again?

Do you have simple, easy-to-follow steps on how to get your main systems back online?

Do you have contact information for your key IT providers or consultants?

What if your office is unusable?

Do you have an alternative location to work from?

Can your team work from home?

PART 4

Checking Your Plan

Have you tested your plan?

Have you ever practiced what you would do in a disaster?

Did you learn anything from the test that you can improve?

Is your plan up to date?

Do you review your plan at least once a year?

Do you update your plan when you get new computers or change software?

Do you know the rules?

Are you following the law (e.g. POPIA) when it comes to keeping your customer data safe?

Is your team trained?

Does everyone on your team know their role in an emergency?

Do new employees get training on your emergency plan?

Do you work with an expert?

If you use an outside company for IT or backups, do you have their contact information, and do you know exactly what they promise to do for you?



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