Intellinet

IT Disaster Recovery Planning Checklist

The purpose of an IT disaster recovery plan is to recover the IT systems and infrastructure that support business processes critical to the organization's survival. The following checklist is a comprehensive outline of the critical elements of an effective disaster recovery plan:

Recovery Team
- ☐ Determine primary and back-up Crisis Manager
- ☐ Determine primary and back-up Recovery Team
- ☐ Establish & notify employees involved in recovery and clarify roles
- ☐ Communicate recovery action steps to all employees

Risks and Hazards
- ☐ Understand the events that may impact your business
- ☐ Mitigate any impacts before an event occurs

Alternate Location
- ☐ Locate and confirm an alternate recovery location and back-up location
- ☐ Develop relationship with recovery vendor and/or neighboring businesses
- ☐ Assess suitability of other branches or locations for recovery
- ☐ Establish location for an emergency command center and an alternate

Communications
- ☐ Develop plan to communicate both internally and externally
- ☐ Create an employee phone tree and store copies offsite
- ☐ Record and store contact information for critical vendors/partners
- ☐ Determine alternate plan for phone communications
- ☐ Ensure plan includes multiple methods of communication (text, cell phone, two way radio, etc)

Employees
- ☐ Establish plan for emergency transportation
- ☐ Develop emergency communication/notification system
- ☐ Accommodate people with disabilities in emergency planning

Technology and Data
- ☐ Document technology hardware, software and licensing information
- ☐ Develop technical recovery procedures to be followed in the event of an interruption
- ☐ Determine and list individuals/vendors to manage technical recovery
- ☐ Determine source for back-up technical resources (PCs, servers, printers, etc)
- ☐ Document critical data to be restored and backup all data at off-site location

Operations
- ☐ Identify the systems that support the organization's Essential Functions
- ☐ Develop plan to restore Essential Systems in the event of an interruption
- ☐ Determine employees responsible for restoring each Essential System

Supply Chain

- Develop plan to communicate with vendors and suppliers
- List key clients, suppliers, and critical recovery contacts and store copy(s) offsite
- Assure key vendors and suppliers have actionable recovery plans
- Develop relationships with alternate suppliers in case primary vendors are unavailable

Safety

- Assemble Disaster Recovery Kit
- Create an Evacuation Plan
- Create an Emergency Shelter Plan

Testing and Maintenance

- Develop a comprehensive testing methodology for your DR plan
- Conduct a Post Test Review and report results
- Communicate changes in plan to all employees