

Disaster Recovery Planning Checklist



I. Pre-Planning

- Obtain leadership buy-in
- Conduct a risk assessment

II. Communication

- Establish a calling tree w/ every employee's emergency contact information
- Identify your most valuable employees
- Implement a backup communication channel
- Define when to initiate your disaster recovery plan
- Decide who will be in charge of what
- Create a list of potential disaster scenarios (i.e., fire, flood, power outage, etc.)

$$\text{Revenue} = (\text{CR} / \text{TH}) \times \text{I} \times \text{H}$$

GR = gross annual revenue
TH = total annual business hours
% = percentage impact
H = hours of downtime

III. Disaster Scenario SOPs

- Assign a leader to each scenario
- Create a master list of all vendor partners (include contact info and affiliation)
- Recruit a core disaster scenario team
- Establish a chain of command
- Inform all employees of their role in the disaster recovery plan
- Identify what equipment, systems and networks may be impacted by each scenario
- Prioritize the importance level of each asset to business uptime
- Set Recovery Time Objectives (RTOs) for each asset
- Create clear, simple, step-by-step directions for the resolution of each asset

IV. Business Impact

- Identify what business functions may be disabled during each event
- Prioritize importance level of each business function to overall operability
- Determine how many employees may be affected
- Identify how many customers may be affected
- List all potential "direct" and "indirect" costs associated with downtime
- Estimate the cost of downtime

$$\text{Productivity Cost} = \text{E} \times \% \times \text{C} \times \text{H}$$

E = number of employees affected
% = percentage they are affected
C = average cost of employees per hour
H = number of downtime hours

V. Finalization

- Test your disaster recovery plan
- Record how much time it takes to resolve specific issues (use this data to set RTOs)
- Create multiple versions of your DR plan (including digital and hard copy formats)
- Share the DR plan with your workforce and make the plan easy to access
- Develop a practice schedule to periodically test and perfect implementation