

The Essential DISASTER RECOVERY CHECKLIST

for Businesses



People

- ☐ Employees know who to contact during a disruption
- ☐ Roles and responsibilities are clearly defined
- ☐ Key team members understand the recovery plan

Technology

- ☐ Our data is backed up consistently
- ☐ We test that our backups can be restored
- ☐ Critical systems can be recovered within an acceptable timeframe

Planning

- ☐ We have a documented disaster recovery plan
- ☐ We know which systems and data are most critical
- ☐ Our plan is reviewed and updated regularly

Readiness

- ☐ We practice our recovery procedures
- ☐ We know how we'll communicate during an outage
- ☐ We look for ways to improve our preparedness



Results

- ☐ **10-12 checks:**
Your business is well prepared.
- ☐ **6-9 checks:**
You've made progress, but there may be gaps worth addressing.
- ☐ **0-5 checks:**
It's time to strengthen your recovery strategy before a disruption puts it to the test.

Don't wait until something goes wrong.

If you're unsure where your organization stands, contact us to schedule a disaster recovery readiness assessment and identify areas for improvement.