Recovery Overview Checklist

Disaster planning is vital to a successful recovery. The following checklist is a comprehensive outline of the disaster recovery process. Before you begin, it is prudent outline a schedule and budget.

Recovery Team

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

Risks and Hazards

- ☐ List natural and man-made events that may impact your business
- ☐ Rate the likelihood of occurrence for each event

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
- ☐ Set aside space for an emergency command center

Communications

- ☐ Develop plan to communicate both internally and externally (including the media)
- ☐ Create an employee phone tree and store copy(s) offsite
- ☐ Record and store external emergency contact information (electric, plumber, insurance, etc)
- ☐ Determine plan for re-routing critical existing phone numbers
- ☐ Ensure plan includes multiple methods of communication (text, cell phone, two way radio, etc)

Employees

- ☐ Establish plan for emergency payroll
- ☐ Develop password-protected page, email or a voice recording emergency communication system
- ☐ Engage 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

Recovery Overview Checklist, cont.

Operations

☐ Document Critical Business Functions (functions/departments necessary to operations)

☐ Develop plan to restore Critical Business Functions

☐ Determine employees responsible for restoring each Critical Business Function

☐ Create Crisis Management Plan

☐ Develop plan for expedited financial decision-making and disaster cost tracking

☐ Review insurance coverage and assure it is adequate for all possible disasters

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

☐ Test the disaster recovery and business continuity plan

☐ Conduct a Post Test Review and report results

☐ Communicate changes in plan to all employees