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

## Planning

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

## Technology

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

## 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.