

Business Continuity & Disaster Recovery Checklist

Before a disaster strikes—whether big or small—it’s important to have an overall business continuity and disaster recovery plan in place.

The following checklist outlines ways to help prepare so your business is ready to get back in business as quickly as possible.

Build a Team

Review Operations

Plan Communications

Prepare Employees

Practice Safety Procedures

Secure Your Technology and Data

Contact Supply Chain

Establish an Alternate Location

Run Tests and Adjust





Business Continuity & Disaster Recovery

Build a Team

- Designate a primary and backup Recovery Management Team
- Identify and prepare a Crisis Manager to lead your recovery teams
- Determine and communicate recovery action steps and identify key roles to all employees

Review Operations

- Develop a plan to restore critical business functions
 - Plan for expedited financial decision-making and emergency fund access
- Review insurance coverage and assure it is adequate for all possible disasters
 - Contact your agent about polices such as Business Income Insurance
- Establish plan for meeting your payroll needs during an emergency

Plan Communications

- Create an employee contact list and store copies off-site
 - Be sure to include multiple methods of communication like email and cell phone numbers
- Determine how to re-route critical existing phone numbers
- Identify and prepare a company spokesperson to handle media requests

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For more information, contact your local, independent agent.

Source: PrepareMyBusiness.org — SBA (U.S. Small Business Association) and Agility Recovery Solutions



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Prepare Employees

- Train your employees in general disaster protocols
- Establish an evacuation plan and keep it up to date
 - Practice evacuation drills regularly, so each employee knows how to exit calmly and safely
 - Plan primary and secondary exits in case doors or windows are blocked
 - Know two evacuation routes out of the area
- Remind employees how and when to contact emergency services (fire dept., police, and medical)

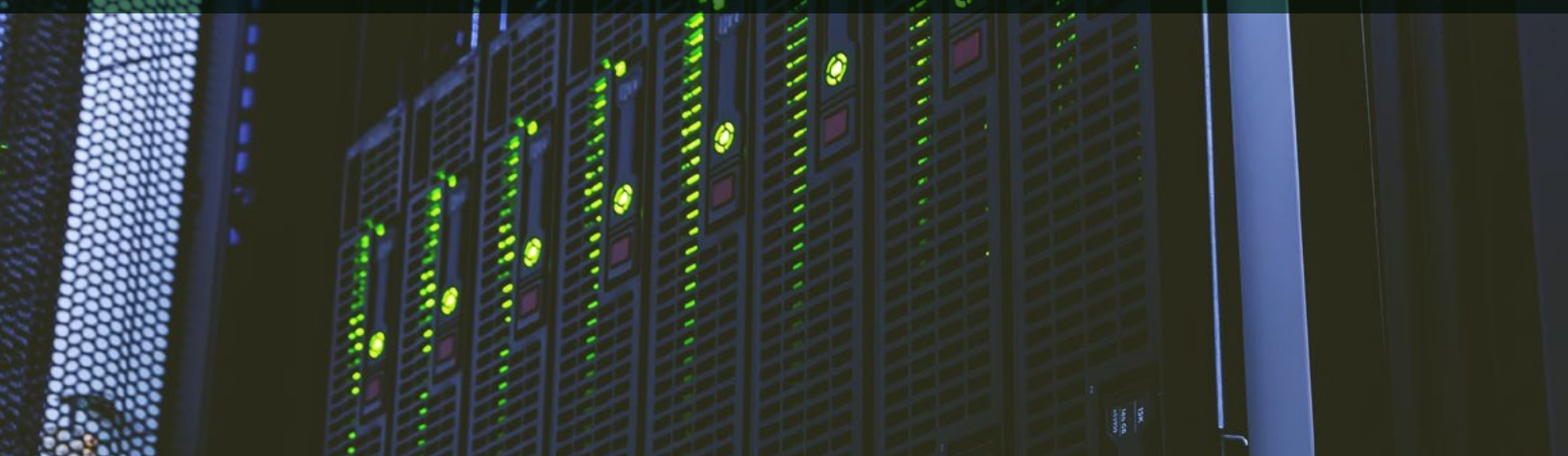
Practice Safety Procedures

- Assemble disaster recovery kit(s) (accounting for employees)
- Create and practice an emergency evacuation plan so employees and customers can exit calmly and safely
 - Consider the needs of people with disabilities in emergency planning
- Have fire prevention/mitigation systems in place such as alarms and fire extinguishers
 - Train employees on how to use them correctly
- Make a list of emergency contacts (insurance agent, electrician, plumber, etc.)
 - Be sure to include the after-hours number(s)

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Secure Your Technology and Data

- Connect electronics through surge protectors to minimize the effect of power surges
- Consider an uninterruptible power supply (UPS) and/or backup generator to keep systems going in the event of a power failure
- Document hardware, software, and licensing information
- Consider digitizing paper files for more a manageable and secure storage option
- Backup or store data both on and off-site
 - Use a cloud-based storage system (e.g., Dropbox, Google Drive) to replicate and save data off-site

Contact Supply Chain

- List key clients, suppliers, and critical recovery contacts and store data off-site
- Assure key vendors and suppliers have actionable recovery plans themselves
- Start relationships with alternate suppliers in case primary vendors are unavailable

Establish an Alternate Location

- Locate and validate functionality of an alternate business location
 - Ensure that your off-site data is accessible
- Develop relationship(s) with recovery vendor and/or neighboring businesses

Run Tests and Adjust

- Test your disaster recovery and business continuity plan
- Conduct a post-test review and report results
- Communicate changes to all employees and keep recorded procedures current

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