

# Disaster Recovery Plan Checklist



- Purpose and goals of the DRP.
- Diagram of the entire IT network.
- Updated inventory listing of all critical IT assets (hardware and software).
- Description of the elements in place to prevent certain disasters from occurring, such as generators and surge protectors.
- Description of what the business does and the tools in place to detect possible issues before a disaster occurs such as antivirus software, network monitoring tools, and regular employee training.
- Likely disaster scenarios and the plan for an orderly recovery for each scenario.
- Define the recovery time objective or the maximum amount of time allowed between the disaster taking place and when normal operations and service levels are resumed. This will vary depending on what each business is willing to accept.
- Location of backups.
- Comprehensive off-site data backup procedures including the procedures for regularly testing backups.
- Frequency at which backups are performed. Data should be backed up with enough frequency that any potential data loss is not deemed unacceptable to the business. If no more than 4 hours of data loss is acceptable for a particular application, then backups should be conducted for that application at least every 4 hours.
- Clearly list the recovery priorities, i.e., the most critical business continuity systems that need to be up and running first.
- List of software and systems that will be used to recover from the disaster and any useful/helpful information related to these.
- Name and contact information for those who will be tasked with implementing and executing the DRP. Be specific in terms of who is responsible for identified tasks. Backup personnel should also be clearly identified in case the individual in the first position to respond is unable to do so.
- List any vendors that will be used in the disaster recovery efforts and how to get in contact with them.
- Contact information for law enforcement, first responders, property managers, and other critical parties should be included.
- Description of how communication with employees will occur.
- Description of how communication with customers will occur.
- Possible relocation site if work cannot be conducted in the normal business location and directions on how to get to the relocation site. Careful consideration should be given to the location of the alternate site since you don't want to select a location that would also be impacted by the disaster.
- Document history which includes dates the DRP was revised, what was revised, and by whom.