

DISASTER RECOVERY PLAN CHECK LIST

KEY QUESTIONS

Do you have a disaster recovery plan (DRP)?

If yes, have you tested your plan within the last 12 months?

Does your DRP contain triggers or examples of when to activate your plan?

Do regularly review your plan?

Are your staff trained in activating your plan?

Is there board/owner/senior partner commitment to Disaster Recovery Planning?

Is there an identified DR lead in your organisation?

Is the plan documented clearly and easily accessible to all staff who will be involved in an activation?

GENERAL QUESTIONS

Does the DR plan contain a list of employees telephone numbers?

Does the DR plan contain a list of all key contacts' telephone numbers?

Do you have vital computer information stored on back up disks held off premises?

Are you and your staff familiar with the location of mains switches and valves (ie for electricity, gas and water)?

Have you checked that all plumbing is in working order?

Do you check that the heating and air conditioning is working on a regular basis?

HAVE YOU PREPARED AN EMERGENCY PACK WITH THE FOLLOWING ESSENTIAL ITEMS?

- Business recovery plan
- List of employees with contact details
- Details of IT providers
- Contact details for clients and suppliers
- Building site plan
- Spare keys
- Computer back-up tapes/discs
- First aid kit
- Stationery
- Torch with spare batteries
- Tape
- Mobile telephones and chargers
- Dust and toxic fume masks
- Disposable cameras

DO YOU COPY/BACK-UP YOUR INFORMATION?

- Do you store your paper documents in reinforced containers?
- Have these plans been reviewed within the last 12 months?
- Do you have copies of your files and accounts at a separate location?
- Is someone responsible for the upkeep of your files and accounts?

PERSONNEL

- Do you have an up to date and regularly reviewed job description and hierarchy chart for your company? (include temporary and contract workers)
- Do you have staff personal information on file i.e. communication with next of kin (include temporary and contract workers)
- Do you and your staff know what to do in an incident?
- Do you know where to go for advice/information?
- Does your staff know who is in charge in the time of a crisis?
- Has your staff been given specific roles to do in the event of a crisis?
- Have you thought about dealing with people issues – relocation arrangements, etc.
- Do you have members of staff with first aid or medical training?
- Do you have any staff trained in evacuation?
- Do you have any particular staff with critical and unique skills?

SECURITY

- Is there a security system installed?
- Do you have a security policy?
- Do you give any advice or training on security?
- Do you check references fully?
- Are contractors checked fully (i.e. company as well as each individual)?
- Do you regularly check the integrity of external fences and doors?
- Do you carry out end of day inspections? I.e. to check everybody has left
- Do you make sure that all appliances are switched off?
- Do you check that all doors and windows are locked?
- Do you make sure that you have a clear desk policy?

COMPANY EQUIPMENT

- Do you have someone accountable for the assets of your company?
- Do you have controls over the movements of your company equipment?
- Have you completed a recent inventory of your company equipment?

IT

- Are your IT systems critical to the running of your business?
- Do you have a tested IT disaster recovery plan?

- Is your computer anti-virus software up to date?
- Are computer errors and logs adequately monitored?
- Are documented IT security policies and procedures in place?
- Are all computer users fully aware of e-mail and internet usage policies?
- Do you know how many platforms/servers/applications or operating systems support critical business functions?
- Is your company system part of a larger network?
- Do you know how long it would take to recover IT functions?

SUPPLIERS & CUSTOMERS

- Do your key suppliers have a disaster recovery plan?
- Do you have the correct contact details for all your customers?
- Do you have any key customers who you will need to be in constant contact with during a crisis?
- Would it affect your business if one of your key customers went out of business?
- Do your customers require that you have a DRP?

LOCATION

- Have you thought about the types of risk that might occur due to the actions/operations of other businesses near to you? I.e. sewage works and risk of pollution
- Have you thought about the types of risk associated with environment? Ex., Water, climate, forestry etc.

INSURANCE

- Do you have sufficient insurance to pay for disruption to business, cost of repairs, hiring temporary employees, leasing temporary accommodation and Equipment?
- Do you have your insurance company's details in order to contact them immediately at the time of the incident?



124 Baker Road • Lake Bluff, IL 60044
IL (847)816-9800 • WI (262)721-0100
www.unitedfirewater.com