



# The Ultimate Disaster Recovery Checklist

## STAY ONE STEP AHEAD OF POTENTIAL DISASTERS

**Prepare yourself before disaster strikes.** When it comes to data backup and disaster recovery (BDR), being prepared for potential disasters is key to keep your business running. It's not only important to have a disaster recovery solution you trust, but to make sure you test it as well.

Keep this DR checklist on hand.

**Prior to a disaster ever occurring (and unfortunately it's a matter of the following:**

- Do you have a disaster recovery solution in place?
- Do you trust it?
- When was the last time your backup was tested?
- How long does it take to recover from your current backup solution?
- How long can you realistically be down? 1 hour? 1 day?
- What is the financial cost of downtime to your business?
- When a disaster occurs, is there an offsite copy?

**The disaster moment has occurred—time to walk through the following steps:**

### 1. Assess the problem and its impact on your business

Every disaster is different. Before doing anything, understand the underlying issue and how it may affect you.

- Is the issue local to one machine, or does it affect your entire system?
- Have files been deleted or are servers/workstations down?

### 2. Establish recovery goals

Recovery is what makes a BDR solution different from a simple backup product. Plan out your road to recovery.

- Restore the system, the data, or both? Should time be spent recovering files and folders before system recovery?
- Identify critical systems and prioritise recovery tasks.
- What date/time should you recover from?
- How long can your recovery take?



