Disaster Recovery
Planning Checklist

DataCanopy

The purpose of this disaster recovery planning checklist is to help you prepare your business for an emergency by creating a full picture of all business processes and systems including the infrastructure that supports them. By collecting the information listed below, you will gain an understanding of where your organization currently has weaknesses and be able to develop a plan for recovery should an emergency strike.

Conduct a full assessment of the building/s where any business data or applications are stored.

- ☐ Assess Building Location
  - ☐ Access routes and proximity to major highways and airports
  - ☐ Proximity to rail lines
  - ☐ Flood zone
  - ☐ Hurricane zone
  - ☐ Earthquake zone
  - ☐ Exposure to severe weather
- ☐ Utilities Provided
  - ☐ Water
  - ☐ Power
  - ☐ Sewer
  - ☐ Communications
- ☐ Power generation capabilities
- ☐ Power backups available
- ☐ Power protection available
- ☐ HVAC system and redundancy

- ☐ Critical systems at location
- ☐ Physical security
- ☐ Information security
- ☐ Fire protection
- ☐ Building features
  - ☐ Fire-rated walls
  - ☐ Raised floors
  - ☐ Compartmentalized areas for server storage

Collect all infrastructure documents, including:

- ☐ Building plans
- ☐ Floor plans
- ☐ System maps
- ☐ Network diagrams
- ☐ Equipment configurations

Internal stakeholder reviews

- ☐ Identify major stakeholders across business
- ☐ Assess critical systems (hosted internally and externally)
- ☐ Learn third-party vendors' backup and DR policies
- ☐ Document known infrastructure supporting processes
- ☐ Evaluate impact of downtime

Review current plan and outage processes

- ☐ Evaluate previous responses
- ☐ Identify vulnerabilities
- ☐ Determine level of training for existing staff
- ☐ Amend testing schedule if needed (once per quarter is recommended)

Once you have gone through the items listed in this checklist, you'll be well on your way to ensuring your data and business is prepared and protected should disaster strike.

If you find that you require data backups, a full DR site, or some help in completing your DR plan please contact us at **703-594-5200 or contact@datacanopy.com.** We'd be happy to help you to keep your business online.

Your Data Center Needs-Covered.
Right Location | Reliable Connectivity | Custom-Fit Cloud.