

DISASTER RECOVERY PLANNING CHECKLIST



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 business data or applications are stored

Assess Building Location

- Access routes and proximity to major highways and airports
- Proximity to rail lines
- Floor 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

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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.