| **Items to Consider** | | **Yes** | **No** |
| --- | --- | --- | --- |
|  | Do you have a **well-documented** Disaster Recovery Plan? |  |  |
|  | Do you have a **Disaster Recovery Team** who will perform all the related tasks? |  |  |
|  | Does your plan clearly identify all the recovery steps and responsible personnel for those steps in a **simple checklist** format? |  |  |
|  | Have you documented how often your data is being backed up for all your databases, drives, and applications? |  |  |
|  | Do you **routinely test** your back up plan to make sure data is being packed up as **frequently** as expected, and if the data is being backed up **properly**? (not corrupt or missing) |  |  |
|  | Have you identified the **sequence** of applications and data that must be recovered? |  |  |
|  | Have you identified at least 3 possible **backup office** locations in case of an emergency?  (Someone's home, or public office like Regus Business Center Offices) |  |  |
|  | Have you identified what pre-printed forms/checks/**documents**, printers, and other **equipment** is needed to quickly set up a backup office? |  |  |
|  | Is access to your servers possible if local power goes out? (**Power generators**?) |  |  |
|  | Is access to your servers possible if internet access goes out? (**Secondary internet** provider?) |  |  |
|  | Do you have backed up an **electronic copy** of your important documents? |  |  |
|  | Can your key employees **work remotely**?  (Laptop access?) |  |  |
|  | Do you have an **internal communication** plan during an emergency? (who should communicate what, and how often/at what phases?) |  |  |
|  | Do you have an **external communication** (clients and vendors) plan during an emergency? (who should communicate what, and how often/at what phases?) |  |  |
|  | Is the data on your employees’ **local** machines being **backed up** on your servers daily? |  |  |
|  | Can your business be turned back on within 4 hours**,** or in the required minimum period? |  |  |
|  | Do you have at least **3 experts** who can execute the recovery plan? |  |  |
|  | Was the plan fully tested by your Disaster Recovery Team within the last **6 months**? |  |  |
|  | Do you **formally** evaluate your Disaster Recovery Plan at least **once a year**? |  |  |
|  | Have you **shared** your most **up-to-date** organization's Disaster Recovery Plan with the Disaster Recovery Team, your key employees, and the executives/owners? |  |  |
|  | Do you **audit** your mission critical **vendors or partners** annually to make sure they have an adequate Disaster Recovery plan? |  |  |