**IT Disaster Recovery Planning Checklist**

The purpose of an IT disaster recovery plan is to recover the IT systems and infrastructure that support business processes critical to the organization’s survival. The following checklist is a comprehensive outline of the critical elements of an effective disaster recovery plan:

**Recovery Team**

* Determine primary and back-up Crisis Manager
* Determine primary and back-up Recovery Team
* Establish & notify employees involved in recovery and clarify roles
* Communicate recovery action steps to all employees

**Risks and Hazards**

* Understand the events that may impact your business
* Mitigate any impacts before an event occurs

**Alternate Location**

* Locate and confirm an alternate recovery location and back-up location
* Develop relationship with recovery vendor and/or neighboring businesses
* Assess suitability of other branches or locations for recovery
* Establish location for an emergency command center and an alternate

**Communications**

* Develop plan to communicate both internally and externally
* Create an employee phone tree and store copies offsite
* Record and store contact information for critical vendors/partners
* Determine alternate plan for phone communications
* Ensure plan includes multiple methods of communication (text, cell phone, two way radio, etc)

**Employees**

* Establish plan for emergency transportation
* Develop emergency communication/notification system
* Accommodate people with disabilities in emergency planning

**Technology and Data**

* Document technology hardware, software and licensing information
* Develop technical recovery procedures to be followed in the event of an interruption
* Determine and list individuals/vendors to manage technical recovery
* Determine source for back-up technical resources (PCs, servers, printers, etc)
* Document critical data to be restored and backup all data at off-site location

**Operations**

* Identify the systems that support the organization’s Essential Functions
* Develop plan to restore Essential Systems in the event of an interruption
* Determine employees responsible for restoring each Essential System

**Supply Chain**

* Develop plan to communicate with vendors and suppliers
* List key clients, suppliers, and critical recovery contacts and store copy(s) offsite
* Assure key vendors and suppliers have actionable recovery plans
* Develop relationships with alternate suppliers in case primary vendors are unavailable

**Safety**

* Assemble Disaster Recovery Kit
* Create an Evacuation Plan
* Create an Emergency Shelter Plan

**Testing and Maintenance**

* Develop a comprehensive testing methodology for your DR plan
* Conduct a Post Test Review and report results
* Communicate changes in plan to all employees