

Backup & Disaster Recovery Checklist

Stay one step ahead of potential disasters



**Is your
company
prepared for a
disaster?**

We can help!

 **800.875.5042**

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- Identify all potential risks**
Include hardware failures, theft, damage, natural disasters and any other contingency that would impact business operations.
- Define goals for contingency plan**
Do you want to maintain full operations or partial? Different adverse events might have different answers.
- Identify mitigation strategies to reduce impact loss**
A secure backup environment with integrated recovery are essential – surge protectors and backup generators are also important to reducing impact and loss.
- Create procedures for power outages or limited office access**
Look to bring systems back online remotely through cloud services and remote locations.
- Appoint a disaster recovery team**
The team should be responsible for planning, testing and managing implementation.
- Procure services, equipment and resources needed for continuity**
This may include Disaster Recovery as a Service (DRaaS), virtual networks, VOIP, surge protectors, etc.
- Train personnel**
Ensure that all parties who are impacted during an adverse event know their role and the correct procedures to follow.
- Implement backup systems and recovery procedures**
Ensure a full backup is made daily (at night is best) and consider creating copies more frequently.
- Conduct testing exercises – disaster recovery**
Testing should happen quarterly and as close to “real-world” as possible without disrupting operations.