

Disaster Recovery Plan

1. Identify

First and foremost, you must determine which operations are the most critical to the function of your business. In other words, what functions would cause your business to come to a complete stop if they went down? This will be different depending on the type of business you have but there are a few key components to think about. For example, what type of data do you collect from your clients that would put them at risk if it were lost? Bring together the leaders in your organization and identify what risks would impede your organization most so that you can develop a strategy.

2. Evaluate

Run through different disaster scenarios with your team. If an epidemic happened, would you be able to easily transition to working remotely? If a hurricane hit and you had to evacuate, would your data be safe? You should develop a plan for each type of scenario so that you are prepared for whatever comes your way.

3. Communicate

It is essential that you develop a communication plan. Your leadership team should be assigned specific roles. Who will notify your team? If clients need to be notified, who will do that? In what order should everyone be contacted? What information are you sharing? There are many moving parts, and it is important that each person knows their role so that they can carry out their duties.

4. Develop a data backup and recovery plan

While most small business owners think they will never fall victim to a disaster, the fact is, it is unavoidable. It may be something as small as an employee accidentally deleting files or as serious as a cybercriminal taking your data and holding it for ransom. Either way, it is critical that you have a plan in place that you can execute immediately. Your plan should include backing up and storing your data in a safe environment, ensuring you have a remote monitoring tool, documenting a work-from-home plan, making sure your team knows their roles, ensuring you have surge protectors and backup battery systems, have procedures for contacting your IT provider and more.

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