

PROFESSIONAL SERVICES

PRACTICAL GUIDE CHECKLIST

DR Checklist

A Business Continuity Plan is designed to help your company protect critical operations that it can resume production to an acceptable level. Here is a practical guide of a few things that you can prepare in advance even if you don't have a business continuity plan.

- Analyze your business critical systems and prioritize the order of restoration**
 - Which systems need to be highly available? (Minutes)
 - Which systems can be out for 24 hours?
 - Which systems can be down for a week or more?
- Identify and rank critical risks in terms of most likely to occur**
 - Power failure
 - Weather-related disasters (tornadoes, hurricane, blizzards)
 - Environmental related disasters (fire, chemical, contamination)
- Define personnel roles, responsibilities, functions and hierarchy**
- Is your data protected?**
 - High availability (hardware or application redundancy)
 - Data redundancy (copy of offsite data)
 - Tape restoration (local or remote)
- Evacuation Plan**
 - Define evacuation routes (contact HR department or local fire officials)
 - Meeting location (where to meet after evacuation)
 - Accounting for personnel (is everyone out?)
 - Post evacuation communication (2-way radio)

Crisis Communications

Agency	Name	Contact
Fire Officials		
Local Police Department		
HAZMAT		
Insurance Company		

Double-Take can deliver a comprehensive portfolio of services to help assess, design, plan, and implement effective data availability and disaster recovery solutions. For questions on Double-Take, including pricing and product features **call toll free 888-674-9495 or send e-mail to info@doubletake.com**.