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Counselors to America's Small Business

## 60 Second Guides: Planning for Disaster Recovery

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Prepare for disaster with this 60 second guide and save your business from disaster.

### Executive Summary

**0:60 Evaluate Your Risk**

Evaluate the possibility of each of the following disasters occurring and how your business would recover from it: hardware failures, theft, malicious acts, mistakes, natural disasters. Ask: How much is my data worth? How much would downtime cost my business each day? Each hour? Each minute? How much would my business lose if that data were lost permanently?

**0:48 Plan for Disaster Recovery**

Risk = Asset (anything that's valuable to your company) x Threat (events that may compromise your data) x Vulnerability (weaknesses that might allow for the failure of a control that affects the confidentiality, integrity, or availability of your assets). Perform both qualitative and quantitative risk assessments, then choose from four risk management options: mitigation, acceptance, avoidance, and transference.

**0:36 Understand Business Continuity Planning (BCP)**

Form a BCP team to reduce the possibility that your business will be interrupted in the event of a disaster. Teams should have the right balance of technical skills, business process knowledge, and leadership to make your organization disaster resistant.

**0:27 Evaluate Continuity and Recovery Solutions**

Investigate possible technology solutions for disaster recovery: high-availability solutions, including redundant disks, mirrored servers, and clustered servers; uninterruptible power supplies (UPSs); data backup and off-site storage of media; and alternate-processing facilities, including hot, warm, and cold sites.

**0:18 Document and Maintain Your Disaster Recovery Plan**

Document your disaster recovery plan in a format that's available to everyone who's expected to play a role in disaster recovery. Train responders. And keep the plan current in the face of your changing risks, infrastructure, and business environment.

**0:07 Test Your Disaster Recovery Plan**

Test your disaster recovery plan before disaster strikes. Choose from several testing methodologies for your organization's culture and resources, including: desk checks, structured walkthroughs, disaster simulation, parallel tests, full interruption tests, and routine tests.

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