

FREE REPORT

5 Steps To Preparing A Disaster Recovery Plan

→ *Delivering IT Peace Of Mind*



Many companies never recover from a disaster and subsequently go out of business. Don't be one of them.

As a business owner, you rely on data every day. But what happens to that data in the event that your office is damaged or destroyed – by fire, flood or theft – and your computers and networks are no longer operational? Do you have a plan in place to protect your data resources and ensure business continuity?

Here are five steps to follow when developing your data disaster recovery plan.

1) Determine Potential Disruptions

Hurricanes, floods, tornadoes, earthquakes, fires – the list of potential disasters is large. However, relatively minor disruptions, such as power outages, viruses and data breaches – even the extended illness of an employee – may negatively impact your business. When creating your data disaster recovery plan, be sure to consider both the major and minor disruptions common to your industry, business and geographic area.



2) Consider The Impact

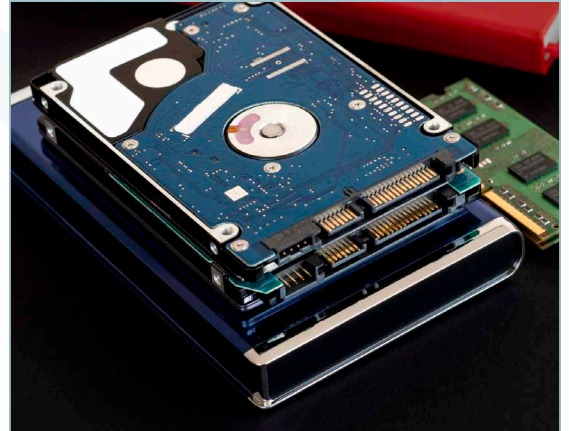
There are many types of losses your business could suffer as a result of a disaster. Types of losses to account for in your recovery plan include: a loss of income, clients and productivity; unanticipated business expenses; and missed deadlines/appointments. Also consider the impact a disaster would have on your workforce. For example, if people can't travel to the office because of blocked roads, develop an IT contingency plan based on restoring data access and connectivity to the minimum number of employees necessary to keep your operation running. Determine the minimum amount of equipment you would need to function, as well as what you would do if your office was inaccessible or if public utilities such as electricity were unavailable.

3) Develop A Plan

Your business continuity plan should incorporate responses to the disruptions and impacts you determined in steps 1 and 2. By including employees from different departments – as well as remote workers and even vendors – on the planning committee, you're more likely to get an overall perspective on what your plan needs to cover. Your IT team plays an integral role in determining which systems and data are mandatory for recovery, as well as the order in which your systems should be restored after a disaster. Train all of your employees on the proper IT response if disaster strikes – their participation is crucial to the success of your plan.

4) Implement Disaster Recovery Strategies

It's important to have, at the very least, regularly scheduled data backups and data recovery systems as part of your disaster recovery plan. Using an off-site data recovery backup storage facility helps protect against data loss. Increasingly popular cloud-based server solutions – where you store your data on the remote infrastructure of a large service provider – offer you a cost-effective alternative to storing data on your own backup servers. Discuss the options with your IT staff to be sure you're accounting for all critical data and systems.



5) Maintain The Plan

Test your company's responses to different disaster scenarios and identify any gaps the testing reveals. Continue to maintain the plan and update it on an ongoing basis as your company grows.

Having a data disaster recovery plan in place helps your business stay afloat during difficult times. If you don't have a plan in place, when disaster strikes, it's too late. Don't be caught unprepared. Advanced Network Products helps you prepare by performing a business impact analysis, which is a part of the Business Continuity Disaster Recovery Program. This consists of team interviews and analysis, update plans, plan walkthrough exercises, and testing the plans capabilities.

Need help with creating a comprehensive Business Continuity / Disaster Recovery (BC/DR) Program? Advanced Network Products has services designed to help companies improve their ability to react and survive a business disruption.

If this is new to your company, we can help with a BC/DR Assessment to determine where you are, how to prepare, and best practices going forward.

ANP can also provide BC/DR Plan Development and Maintenance services, as well as, provide daily backup and restoration services for your critical data needs.

Contact the experienced and knowledgeable IT experts at Advanced Network Products, Inc. or call **215-572-0111** or **800-572-3282** for assistance.