

10 EASY STEPS TO HELP YOU PLAN FOR DISASTER RECOVERY



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YCHANGE assists emerging and expanding small businesses with the planning and paperwork needed to get the business going. YCHANGE has the right people, skills, industry resources, business-planning expertise and track record, to help your company achieve its business goals quickly.

10 Easy Steps to Help You Plan for Disaster Recovery

No matter the size of your business, you are equally prone to most disasters. More than 65% of companies, forced to close their doors for a week because of a disaster go out of business.

What can place a business at risk? Included in the list are: floods, fire, earthquakes, storm damage, equipment failure, power failure, air conditioning system collapse, both wire-line and wire-less network recovery (voice and data), computer viruses, white collar crime, terrorism (bombings and other terrorist acts) and other threats.

Here are 10 key steps you can take to help you plan for disaster recovery:

1. Impact Analysis

Your first key step should be to perform impact analysis across your entire business and to put in place a business recovery plan covering personnel, equipment, facilities, infrastructure and information.

2. Data and Information

All critical data and information should be identified and documented. A data backup strategy should be in place with data stored off-site, preferably not in the same locale. Provisions should be in place not only to store but also to recover the data quickly.

3. Personnel

Identify an internal crisis response team with clearly delineated responsibilities. All employees should understand their roles in the event of a disaster.

4. Recovery Services

Select an alternate site to relocate to. This site may be a remote location of your company or a hot site provided by a Business Recovery Services supplier. Plans should be made to replace the minimum business capabilities needed to continue to provide the designated level of service.

5. Equipment

Determine the minimum configurations needed to stay in business and put in place procedures for quickly reconfiguring equipment and production facilities.

6. Voice Data and Computer Recovery

Make arrangements to duplicate voice and data services and to recover your computer devices. You should also assess the impact of changes to telephone numbers and how they may impact customers, suppliers and employees.

7. Customer Services

You should understand the absolute minimum customer service levels needed, and put in place plans for notifying your prime customers (the 80/20 rule) of any changes. You should also take into account that many of your customers may also be impacted by the same major disaster.

8. Business Recovery Specialist

Planning assistance from a business recovery specialist is well worth the cost. They can assist with impact analysis and help your company determine where you are vulnerable. Even if you have a recovery plan in place, it is necessary to perform an audit of this plan to ensure that it meets your needs. Such a plan also needs to be maintained and kept up to date since the environment keeps changing daily.

9. Business Recovery Services

Look for a major provider of business recovery services. Your friendly vendor around the corner with a hot site at his location, using the same providers, is going to be in the same trouble as you when a major disaster hits. Your best bet is to look for a major vendor who can provide a hot site, far removed (with several to choose from), can assist with replicating voice and data access, can re-establish your communication capability, has the breadth of equipment you will need to re-establish your systems and can even provide personnel if needs be.

10. One Point of Contact

When managing a crisis, the last thing you need is to be fumbling for the right contacts. Prepare a list with a single contact point for each vendor, customer and service provider you will need to contact.

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