

Disaster Recovery Planning...

A Methodical Approach ...

What would you do if your office was unusable due to fire? How long would be acceptable for your business to be out of action? 1 hour, 1 day, 1 week? Where would your staff work? How would customers & suppliers get hold of you?

If you do not have a plan in place then you are unlikely to be anywhere close to the desired recovery time for returning to operational status – and many businesses go bust when they are unable to trade for a number of days or weeks as a result of fire.

We have helped a number of organisations develop a Disaster Recovery Plan or Business Continuity Plan. We work with you to define a course of action covering the following:

- Target recovery time that fits your turnover
- Decision-making person/team for the day of a disaster
- Staff location
- IT systems (of course)
- Other equipment & paper-based systems
- Phones and other telecommunications

These and many other items are covered by our DR Checklist which ensures that every possible aspect of your business is reviewed. It's all just common sense, but we can help make sure nothing is missed – and we even look at your insurance policies to make sure you have the right level of cover.



... to Developing a Pragmatic, Proportionate Plan

A small business cannot afford to spend large sums of money on a high-tech disaster recovery infrastructure which may never be used. We work with you to develop a pragmatic plan which is proportionate to your budget.

Our Disaster Recovery planning process typically involves 3 days of our time for a business of up to 25 staff.

Day 1. Meeting with business owners or directors using our DR Checklist as an agenda, followed by a reviews of systems and processes.

Day 2. Resolution of any actions arising from Day 1; further reviews of systems; write-up of Disaster Recovery Plan.

Day 3. Basic testing of disaster recovery plan (especially of IT systems) and presentation of staff awareness session.

For businesses with 25-100 staff the duration of the exercise typically increases to 5 days of consultancy time. We have also worked with many larger businesses, but in this instance we would need an initial meeting to determine the likely man-day requirement.

And a final thought: we offer an annual check-up to review the plan, test backup procedures and to refresh staff awareness – so everyone know what to do if disaster occurs.



For further information or to book an initial meeting at no cost:

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