

24 Hour Disaster Preparation Checklist



IT Risk Assessment and Planning

- Notify key IT staff and business executives of potential impacts and preventative measures.
- Confirm IT Disaster Response Team roles and ensure availability.
- Review and finalize system priorities in the Disaster Recovery Plan.



Data Protection & Backup

- Verify backup schedules and ensure all critical data backups are up-to-date.
- Run an additional full backup if time permits.



Physical IT Infrastructure Protection

- If the potential for physical damage exists, take steps to mitigate damage.
- Elevate servers and networking equipment above flood levels.
- Ensure critical equipment is housed in climate-controlled, disaster-resistant areas.
- Secure racks and hardware with seismic bracing in earthquake-prone areas.



Backup Power & Runtime Expectations

- Check UPS and confirm battery holds sufficient charge
- Confirm the existing IT power load is within operational parameters of the UPS based on how long you wish for it to operate under full load.
- Ensure that backup power is prioritizing delivery in accordance with your business needs.
- Write down how long you anticipate the disaster to last.
- If this is longer than the backup power supply runtime, notify re-supply vendor to ensure they can extend supply for the full duration.
- If re-supply or refueling vendor may also be impacted, identify re alternatives.



Communication & Collaboration

- Ensure all critical staff have secure remote access.
- Schedule twice-daily meetings with critical IT and Business staff to provide any updates on systems impacted.



Vendor & Partner Coordination

- Notify vendors and partners of the impending event and potential impact.
- Inform them of ways in which they can assist during the event and recovery.

For more information on Disaster Recovery planning and services, reach out to Alucid Solutions for a consultation.

3480 Peachtree Rd NE
2nd Floor, Suite # 8
Atlanta, GA 30326
404-383-6499
sales@alucidsolutions.com