ENVORN DIGITAL · FREE CHECKLIST

Small Business Disaster Recovery Checklist

Be ready for ransomware, outages and mistakes · 19 items

Know what matters

- ☐ List your critical systems and data (email, files, accounting, website, POS)
- ☐ Decide how long each can be down (RTO)
- ☐ Decide how much data you can afford to lose (RPO)
- ☐ Identify who's responsible for recovery

Back up properly

- ☐ Automatic backups for every critical system, including SaaS apps
- ☐ 3-2-1 rule: 3 copies, 2 types of storage, 1 offsite
- ☐ At least one backup that can't be changed or deleted (immutable)
- ☐ Backups encrypted
- ☐ Alerts if a backup fails

Prepare to recover

- ☐ Written recovery steps for each critical system
- ☐ Contact list: staff, IT provider, cloud vendors, insurer, bank
- ☐ Account recovery details stored safely offline
- ☐ Plan for how staff work if the office or systems are down
- ☐ Customer communication templates ready

Prevent and practice

- ☐ MFA on email, banking and admin accounts
- ☐ Software and devices kept updated
- ☐ Staff trained to spot phishing
- ☐ Test restoring a file at least quarterly
- ☐ Review this plan every 12 months

Free resource from Envorn Digital · envorndigital.com · Share freely with attribution. General information only, not professional advice.