

## Small Business Disaster Recovery Planning Worksheet

### Objective

This worksheet serves as an initial planning guide for small businesses to consider various failure situations they may face and to plan how to address those failures.

### Usage

The general failure categories included are generic areas that most businesses must consider. For your specific business, add or remove categories as appropriate to your specific operations, and consider significance of impact to your operations. Define the duration at which you would consider each failure to be short term or long term.

For the proactive mitigation steps, record existing measures to mitigate the impact of the specific failure category. Then, add new measures that need to be implemented to reduce the impact of a failure to an acceptable level.

For the reactive action plan, fill in any action plan that already exists for reacting to a failure. Next, add new actions to deal with any failures that are not already covered.

Verify everything. Verify any mitigation measures are actually in place and functional. Verify complete reactive action plans are documented and available to appropriate personnel in the event of a failure.

Finally, test everything. When possible, initiate an actual failure and verify that mitigation steps work or that reactive action plans work correctly.

Failure	Proactive Mitigation Steps	Tested?	Reactive Action Plan	Tested?
<b>System failure - Server, network, software</b>				
Short term Duration: _____				
Long term Duration: _____				
<b>Communications failure - Internet, telephone, data links</b>				
Short term Duration: _____				
Long term Duration: _____				
<b>Utility failure - Power, water</b>				
Short term Duration: _____				
Long term Duration: _____				
<b>Facilities failure - Building damage, theft, fire, flood</b>				
Short term Duration: _____				
Long term Duration: _____				
<b>Regional disaster - Hurricane, mass flooding, wide-spread power outages</b>				
Short term Duration: _____				
Long term Duration: _____				