



# **Simple DR Checklist:** **Is Your Business** **Ready for a Disaster?**

This checklist is for small business owners in South Africa. It helps you quickly check if you're prepared for an IT emergency like a power outage, a flood, equipment theft, or a cyberattack. Think of it as a quick check-up for your business's "digital safety net".

## PART 1 Your Emergency (aka Disaster) Plan

### Do you have a plan?

- ☐ Is your emergency plan written down somewhere?
- ☐ Do you have a copy saved off-site (not in your office)?
- ☐ Do you have a list of important phone numbers and passwords you can grab quickly if you have to leave the office?

### Who does what?

- ☐ Does everyone on your team know what to do in an emergency?
- ☐ Do you know who to call for help?

### What are your most important systems?

- ☐ Have you listed your most critical business information and systems? (e.g., your customer list, accounting and other software, website).
  - ☐ Do you know how long you can afford to be without these things before it hurts your business?
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## PART 2 Your Backups

### Do you have a plan?

- ☐ Do you have a plan for how often you save copies of your important data?
- ☐ Do you have a backup of your data saved somewhere other than your main computer?
- ☐ Do you have a copy of your backups saved in a different location, like the cloud?

### Are your backups working?

- ☐ Do you regularly check to make sure your backups are actually saving?
- ☐ Do you know how to get your data back from your backups if you need to?

### Is your backup data safe?

- ☐ Are your backups protected from hackers or viruses?
- ☐ Is the location where you store your backups locked and secure?



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## PART 3 Getting Back to Work

### What equipment do you need?

- ☐ Do you have a list of your computers, software, and other tech equipment?
- ☐ Do you know where you can get new equipment if yours is destroyed?

### Do you know how to get everything running again?

- ☐ Do you have simple, easy-to-follow steps on how to get your main systems back online?
- ☐ Do you have contact information for your key IT providers or consultants?

### What if your office is unusable?

- ☐ Do you have an alternative location to work from?
  - ☐ Can your team work from home?
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## PART 4 Checking Your Plan

### Have you tested your plan?

- ☐ Have you ever practised what you would do in a disaster?
- ☐ Did you learn anything from the test that you can improve?

### Is your plan up to date?

- ☐ Do you review your plan at least once a year?
  - ☐ Do you update your plan when you get new computers or change software?
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## PART 5 Rules and People

### Do you know the rules?

- ☐ Are you following the law (e.g. POPIA) when it comes to keeping your customer data safe?

### Is your team trained?

- ☐ Does everyone on your team know their role in an emergency?
- ☐ Do new employees get training on your emergency plan?

### Do you work with an expert?

- ☐ If you use an outside company for IT or backups, do you have their contact information, and do you know exactly what they promise to do for you?



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