

## Network Disaster Recovery Plan Checklist

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✓	Action steps	Details
	Initial emergency contact data	Provide a list of emergency contacts at the front of the plan to save time
	Revisions page	Provide a page that lists plan revisions
	Purpose and scope	Provide details on plan assumptions and scope, team descriptions, types of network disruptions covered in the plan, and other relevant background information
	Network DR teams, vendor and carrier contacts	Lists of teams, internal company contacts, external contacts with vendors, carriers, utility companies and others
	Policy and standards	Provide a policy statement on network DR activities; reference applicable standards
	Initial response procedures	Gather information on the incident, assess the severity as quickly as possible, begin notifying key people on the incident; convene meetings as soon as possible with IT network emergency team members to evaluate the facts before proceeding
	Stand down if no emergency	If the incident is not serious and can be quickly fixed, teams can stand down; a review and report of the incident should be produced
	Disaster declaration and plan launch	Assuming the disruption is significant, authorized personnel can declare a disaster and launch the DR plan
	Incident response procedures	Follow step-by-step procedures to triage the disruption if possible, contact vendors and carriers, alert senior management
	Recovery procedures	Follow step-by-step procedures, in coordination with vendors and carriers, to affect a recovery and restart of disrupted network services

✓	Action steps	Details
	Restoration procedures	Assuming the disruption has been mitigated, follow step-by-step procedures to restore network operations, restore network devices and related activities
	Post-event review and assessment	Convene a meeting with all emergency team members to assess how well the response and recovery occurred; include vendors and carriers; identify what may be needed to improve responses in the future
	Plan exercising	Describe how often the plan is to be exercised, and by whom
	Awareness and training	Periodically update employees on network DR planning and ensure that DR team members receive training updates
	Appendixes	These can include contact details on all IT and non-IT emergency teams, primary and alternate network vendors, alternate network configuration data and other relevant information. <i>It is important to keep this information up to date.</i>