**Data Center Disaster Recovery Plan Template and Development Checklist**

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Use this template as a handy guide when performing a data center disaster recovery plan assessment. For more information on how to use this template, read SearchDisasterRecovery's article on [data center disaster recovery plan templates](http://searchdisasterrecovery.techtarget.com/generic/0,295582,sid190_gci1516332,00.html).

|  | **Assessment Item** | **Recommended Action** |
| --- | --- | --- |
|  | **Existing data center disaster recovery plans** |  |
|  | Review plans if available |  |
|  | Analyze against standards, e.g., NIST SP 800-34, BS 25777, ISO 24762 |  |
|  | Validate based on results of assessment |  |
|  |  |  |
|  | **Review previous incidents** |  |
|  | What occurred? |  |
|  | What was the impact to the organization? |  |
|  | How did the organization respond? |  |
|  | What were the results of the response? |  |
|  |  |  |
|  | **Threats** |  |
|  | **Building construction** |  |
|  | Type of construction |  |
|  | Date of construction |  |
|  | Structural integrity |  |
|  | Floor loading per square foot |  |
|  |  |  |
|  | **Building location** |  |
|  | Proximity to major highways, streets |  |
|  | Proximity to rail lines |  |
|  | Proximity to aircraft flight paths |  |
|  | Location with regard to bodies of water, e.g., rivers, lakes, oceans |  |
|  | Traffic control devices |  |
|  | Proximity to other buildings |  |
|  | Proximity to earthquake zone |  |
|  | Weather patterns |  |
|  | CCTV cameras around the site |  |
|  |  |  |
|  | **Parking facilities** |  |
|  | Parking layout |  |
|  | Number of entrances |  |
|  | Security available to inspect vehicles |  |
|  | CCTV cameras in place at entrances, exits and on each floor |  |
|  | Number of exits |  |
|  | Sufficient capacity for vehicles |  |
|  | Construction of ramps, parking space |  |
|  |  |  |
|  | **Building access** |  |
|  | Number of building entrances |  |
|  | Security provisions at entrances |  |
|  | Access methods, e.g., cards, guards |  |
|  | Shatterproof glass on street-level windows |  |
|  | Bollards in street to prevent vehicles from crashing into building |  |
|  | CCTV cameras |  |
|  | Monitoring of exterior cameras |  |
|  | Length of video recording for CCTVs |  |
|  |  |  |
|  | **Building exits** |  |
|  | Number and location |  |
|  | Method of leaving building |  |
|  | Access to exists from stairwells |  |
|  | CCTV cameras at exits |  |
|  | Exits clearly marked and exit routes identified on each floor and hallway |  |
|  |  |  |
|  | **Stairways** |  |
|  | Number and location of stairways |  |
|  | Method of entry into stairwells |  |
|  | Method of re-entry into floors |  |
|  | CCTV cameras in stairwells |  |
|  | Emergency lighting in stairwells |  |
|  | Signage in stairwells |  |
|  | PA speakers in stairwells |  |
|  | Fire protection equipment |  |
|  |  |  |
|  | **HVAC facilities** |  |
|  | Location of HVAC equipment |  |
|  | Power supplies for HVAC |  |
|  | Backup HVAC systems |  |
|  | Monitoring of HVAC systems |  |
|  | Monitoring of air quality |  |
|  | Environmental controls on floors |  |
|  | Fire protection equipment |  |
|  |  |  |
|  | **Utilities disruptions** |  |
|  | Access into building for utilities: How many, where located |  |
|  | Secure room for utilities entry into building |  |
|  | Fire protection equipment |  |
|  | Shut-off switches |  |
|  | Signage at appropriate locations |  |
|  |  |  |
|  | **Electric utilities** |  |
|  | Location of entry facilities |  |
|  | Location of breakers |  |
|  | Cable routing and protection |  |
|  | Power distribution to floors |  |
|  | Firestop material at floor/wall/ceiling penetrations |  |
|  | Lightning protection |  |
|  | Grounding and bonding |  |
|  | Fire protection equipment |  |
|  |  |  |
|  | **Water and sewer** |  |
|  | Entry points into building |  |
|  | Location of mains |  |
|  | Placement of water towers |  |
|  | Routing of water lines, sewer lines |  |
|  | Leakage notification |  |
|  | Fire protection equipment |  |
|  |  |  |
|  | **Gas** |  |
|  | Entry points into building |  |
|  | Location of mains |  |
|  | Routing of gas lines |  |
|  | Gas leak notification |  |
|  | Fire protection equipment |  |
|  |  |  |
|  | **Telecommunications** |  |
|  | Entry points into building |  |
|  | Location of mains |  |
|  | Routing of fiber, copper cables |  |
|  | Grounding and bonding |  |
|  | Fire protection equipment |  |
|  |  |  |
|  | **Windows** |  |
|  | Windows fixed or can be opened |  |
|  | Glazing to minimize ultraviolet radiation |  |
|  | Special covering to minimize wind or blast damage |  |
|  |  |  |
|  | **Doors** |  |
|  | Exterior doors solid and locked |  |
|  | Glass doors with shatterproof glass |  |
|  | Interior doors fire-rated |  |
|  |  |  |
|  | **Interior walls** |  |
|  | Floor-to-ceiling walls fire-rated |  |
|  | Movable partitions fire-rated |  |
|  | Dropped ceilings use fire-rated tiles |  |
|  |  |  |
|  | **Fire** |  |
|  | Notification of fires to fire department or central reporting station |  |
|  | Building-wide fire detection system |  |
|  | Floor-by-floor monitors |  |
|  | Smoke detection equipment |  |
|  | Ionization detection equipment |  |
|  | Fire extinguishment system, e.g., dry pipe or water sprinklers |  |
|  | Placement of fire extinguishers |  |
|  | Signage indicating fire extinguishers |  |
|  | Regular fire drills |  |
|  | Building evacuation signage on each floor and in offices |  |
|  | Fire safety plan |  |
|  | Evacuation plan |  |
|  |  |  |
|  | **Loss of power** |  |
|  | Emergency power generator(s) |  |
|  | Emergency power outlets identified |  |
|  | Secure location for emergency generator |  |
|  | Protected fuel tank with gauge |  |
|  | Primary and alternate fuel suppliers |  |
|  | Monthly power system tests |  |
|  | Quarterly full-load system tests |  |
|  |  |  |
|  | **Loss of lighting** |  |
|  | Emergency lighting in all floors |  |
|  | Emergency lighting in stairwells |  |
|  | Emergency lighting by exits |  |
|  | Regular tests of emergency lighting |  |
|  |  |  |
|  | **Loss of elevators** |  |
|  | Elevator safety inspections |  |
|  | Power supply to elevators |  |
|  | Emergency access to elevators |  |
|  | All elevators return to ground floor in an emergency |  |
|  | Emergency egress from elevators if stuck between floors |  |
|  | Emergency phone in all elevators; test regularly to ensure it works |  |
|  |  |  |

Use this checklist as a guide when structuring your data center disaster plans:

|  | **Plan Element** | **Recommended Action** |
| --- | --- | --- |
|  | **Table of Contents** |  |
|  |  |  |
|  | **Emergency response procedures** |  |
|  | Event occurs |  |
|  | Initial report of event |  |
|  | Contact first response staff |  |
|  | Initial assessment |  |
|  | Damage assessment |  |
|  | Contact and assemble disaster teams |  |
|  | Launch call trees and/or other notification procedures |  |
|  | Activate emergency phone number(s) |  |
|  |  |  |
|  | **Launch emergency procedures** |  |
|  | Data protection |  |
|  | Data quality assurance |  |
|  | Data security |  |
|  | Data backup |  |
|  | Power management |  |
|  | HVAC management |  |
|  | Utility management |  |
|  | Initiate application-level backup procedures |  |
|  | Initiate hardware-level backup procedures |  |
|  | Initiate network backup procedures |  |
|  | Initiate security procedures |  |
|  | Initiate other backup procedures |  |
|  | Contact third-party organizations |  |
|  |  |  |
|  | **Decision to declare disaster** |  |
|  | Can situation be handled without staff leaving building? |  |
|  | If situation is deemed serious, issue evacuation orders immediately |  |
|  | Emergency teams assess situation, make recommendation to senior management |  |
|  | Staff arrives at designated emergency assembly areas |  |
|  | Disaster declared |  |
|  |  |  |
|  | **Backup and recovery procedures** |  |
|  | Continue application-level backup procedures; launch recovery procedures as needed |  |
|  | Continue hardware-level backup procedures; launch recovery procedures as needed |  |
|  | Continue network backup procedures; launch recovery procedures as needed |  |
|  | Continue security procedures; launch recovery procedures as needed |  |
|  | Continue other backup procedures; launch recovery procedures as needed |  |
|  |  |  |
|  | **Alternate site recovery procedures** |  |
|  | Initial teams arrive at alternate data center or contracted facility |  |
|  | Launch application-level recovery procedures |  |
|  | Launch hardware-level recovery procedures |  |
|  | Launch network recovery procedures |  |
|  | Launch security recovery procedures |  |
|  | Launch other recovery procedures as needed |  |
|  | Assigned recovery staff arrive at alternate site to expand recovery |  |
|  |  |  |
|  | **Primary site situation addressed** |  |
|  | Site repaired and ready to accept data center operations |  |
|  | Launch application-level recovery procedures upon return |  |
|  | Launch hardware-level recovery procedures upon return |  |
|  | Launch network recovery procedures upon return |  |
|  | Launch security recovery procedures upon return |  |
|  | Launch other recovery procedures as needed upon return |  |
|  | Data center staff return to site to complete recovery and resume normal operations |  |
|  |  |  |
|  | **Post-recovery activities** |  |
|  | Validate all systems are functioning normally |  |
|  | Validate all network assets are functioning normally |  |
|  | Validate all data center infrastructure assets are functioning normally |  |
|  | Validate all utilities are providing normal service |  |
|  | Conduct review of event, how the organization responded, identify lessons learned, and summarize in report to management |  |