



5 Steps Towards Having a Better Disaster Recovery

Disasters do happen and will surely keep on happening. It is not to say we believe in words that if something is going to fail it will fail, but considering the real world, Disasters Do Happen. What we can do to avoid getting big losses is the main question. Ultimately the hard disk will fail, someday fire will break out or some employee will take your trade and business secrets even if none of this happens then some genius will surely delete important file "accidentally".

While it's impossible to plan for every potential computer disaster or emergency, there are a few easy and inexpensive measures you can put into place, that will help you avoid the vast majority of computer disasters you could experience.

We have devised **5 steps** process, which might help you when devising a strategy, which will save you from bigger losses or that break of operations.

Step 1: Always Do Your Data Backup

It is simply amazing that we are willing to lose information such as customer database, trade secrets, legal documents, client agreements or even our personal data which can never be retrieved. Have you ever thought How are you going to get it back? You're not. Unless you can remember it, or if YOU MADE A COPY OF IT, you can't recover the data. It's gone...

So simply if that data is important to you, BACK IT UP! If you are used to storing data on tape drives, then make sure you back it up on offsite storage away from your main repository.



Step 2: Please Do that Data Restore to see if your Backup Works

Another big mistake that we often make is that we never test our backup data. We always feel that this data is for rainy days, and when those days come we learn the fact that our data has been leaking, just the way tin roof of a poor man leaks during rain. It's not uncommon for a system to APPEAR to be backing up when in reality, it's not. Don't let this happen to you. Test it and try it before that rainy day comes.

Step 3: Keep An Offsite Copy Of Your Backups

What happens, if fire or flood destroys your server AND the backup tapes or drives? Well enough said about data storage, this is just simple, inexpensive and common sense to save your data on multiple locations. Having an off-site back up is simply a smart way to make sure you have multiple, redundant copies of your data.

Step 4: Have that Plan Ready that we call Disaster Recovery Plan

After following steps 1 to 3 you come in a position where you can feel a little safe about your data, but don't forget about other big problems, such as Management of teams and procedures to recover from that disaster. What happens if the person responsible for data restore is just not there, or you are simply not aware about what parts of organization needs immediate attention, what assets you lost, or even which vendors and agreements you should touch first. Even if you know all this then what will happen if you are not there? Trust me that documents is handy. As intellectuals always say, it is better to have it and not need it rather than need it and not have it.

Step 5: Please Test that Plan

One cannot plan for every disaster and neither can one be ready for every scenario, and believe it or not you will get better with dealing disasters after you have one. But isn't that already too late. I always advise my clients to test your plan with real time drills. If you ask any DRP planner a Question. What is worst then a disaster? The answer would be to make it double disaster by having faulty plans and un-tested procedures.

At Elate IT we are always striving for your Business Continuity. As our motto

" Your Continuity is Ours".

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for more information about Offsite Data Storage, IT Contingency and Office Space, Disaster Recovery Planning, Business Continuity Planning, and Escrow Services.



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