



Business Continuity & Disaster Recovery Basics

A practical introduction to keeping your organisation running through disruption. One-page summary.

The 10 things to remember

- 1 Disaster recovery restores IT; business continuity keeps the whole organisation running.
- 2 RTO is the maximum acceptable downtime; RPO is the maximum acceptable data loss.
- 3 Your RPO directly sets how often backups must run.
- 4 Follow 3-2-1: three copies of data, two storage types, one copy offline.
- 5 A backup you have never restored from is an assumption, not a plan.
- 6 Recover functions in the priority order set by the business impact analysis, not by guesswork.
- 7 Score risks by likelihood and impact, and plan first for the highest scorers.
- 8 Include suppliers: an unaddressed external single point of failure undermines resilience.
- 9 Name a spokesperson and give regular, honest updates during a crisis.
- 10 Test the plan regularly and update it with what each test reveals.