

1. **Backup data regularly:** It is essential to back up data files regularly and store it in a secure location, ideally an offsite cloud backup service that stores and transmits backup data encrypted.

2. **Develop a disaster recovery plan (DRP):** Create a clear document outlining the steps to be taken in case of cyber security incidents. Ensure all technical staff or contractors know the plan and its procedures.

3. **Test your DRP regularly:** Conduct regular tests of your DRP to ensure it is effective in a real-life crisis. Make updates based on the results of these tests.

4. **Identify critical business functions:** Identify the most critical ones and ensure they receive priority in recovery efforts.

5. **Identify dependencies and ensure redundancy:** Identify critical dependencies essential for normal operations, such as power and internet connectivity. Ensure that redundancy is in place to provide a backup in case of an outage.

6. **Allocate recovery resources:** Allocate resources required to recover from cyber incidents, such as manpower, hardware, and software.

7. **Create an incident response team:** Establish a team of individuals trained to respond quickly and effectively to cyber incidents.

8. **Review insurance coverage:** Review insurance coverage with experts and ensure it covers all potential cyber-related incidents.

9. Educate employees: Educate employees on cyber security best practices to reduce the risk of security breaches.

10. Restrict access to systems and data: Limiting employee access to systems and data minimizes a malicious insider threat. Ensure that privileged access and password controls are enforced and use two-factor authentication wherever feasible.

11. Secure the network: Implement security measures, such as firewalls and anti-virus software, to prevent cyber-attacks.

12. Keep software and system up to date: Regularly updating software and systems can prevent security breaches associated with outdated versions. Ensure that any security patches or updates are promptly installed.

13. Keep documentation current: Ensure all policies and procedures are documented accurately and trained personnel are familiar with the latest information.

14. Conduct regular training: Train all employees on the DRP, roles and responsibilities, and best practices, including the importance of cyber security hygiene.

15. Establish communication channels: Establish clear communication channels to inform all stakeholders during cyber security incidents.

By following a comprehensive disaster recovery checklist such as this, businesses can proactively prepare for a cyber security incident and minimize disruption to their operations and financial loss.