

# Disaster Recovery Guide

Modern, Practical, and  
Cloud-Smart



**Prepared by**

Data Collaboration Services  
NYC & Nationwide

 [info@datacollaborationservices.com](mailto:info@datacollaborationservices.com)

 800-922-7994

# Why You Really Can't Ignore Disaster Recovery

- 1 Your systems fail.
- 2 Data vanishes.
- 3 Your team is scrambling.
- 4 Customers are asking “When will we be back online?”

## Scary, right?

Downtime isn't a question of if, it's a question of when. Whether it's cyberattacks, human error, hardware failures, or just an unexpected storm server outage, the cost of not being prepared adds up fast. Businesses without a strong disaster recovery (DR) strategy risk losing up to 9% of revenue for every hour offline. Industry trends show downtime costs companies thousands per hour on average, especially for data dependent SMBs.

At DCS, we believe disaster recovery shouldn't feel like a technical puzzle. It should feel like confidence, a roadmap that ensures your business stays functioning, protected, and competitive.



[www.datacollaborationservices.com](http://www.datacollaborationservices.com)



800-922-7994

## Section 1 – Planning Like a Pro: Start with What Matters

### Step 1 : Identify Your “Crown Jewels”

Not all systems are created equal. Ask :



**What is absolutely essential for daily operations?**



**Which apps must be running even in a crisis?**

A Critical Systems Map is your best friend. It helps you outline what's irreplaceable and should be prioritized for recovery, a clear foundation for your DR plan.

### Step 2 : Understand the Risks

From data breaches and ransomware to server crashes and regional outages, your risk assessment needs to leave no stone unturned. A real cyber risk assessment doesn't guess, it quantifies vulnerability.



[www.datacollaborationservices.com](http://www.datacollaborationservices.com)



800-922-7994



### Step 3 : Set Your Recovery Standards

Two metrics always matter :



#### RTO (Recovery Time Objective)

How quickly do critical systems need to be back online after failure?



#### RPO (Recovery Point Objective)

How much data can you afford to lose?

Remember, defining these metrics ensures your DR plan is grounded in reality. You can't recover what you can't measure.



[www.datacollaborationservices.com](http://www.datacollaborationservices.com)



800-922-7994

**DCS** DATA COLLABORATION SERVICES  
CONSULTING

## Section 2 – Backup & Data Protection: Not Optional, Vital

The harsh truth? Backup without testing is just hope, not protection.

A backup is only as good as your ability to restore it. Without regular data backup and recovery tests, backups are just insurance without the payout. Best practices include

- 1 Automated backups across systems
- 2 Off site & cloud replication
- 3 Encryption in transit and at rest
- 4 Rapid restore drills scheduled quarterly

### Did you know?

Many organizations still fail to test restores often enough, leaving backups that look good but don't work when needed



[www.datacollaborationservices.com](http://www.datacollaborationservices.com)



800-922-7994

# About Data Collaboration Services

People-powered IT. Technology with a human touch. At Data Collaboration Services (DCS), we believe IT should help you move faster—not hold you back. That's why we deliver smart, secure, and scalable tech solutions tailored to how you actually work. We're engineers, consultants, and problem-solvers—but above all, we're listeners. Behind every strategy and solution, there's a real person, ready to respond, resolve, and make tech easy. Founded on the belief that collaboration drives progress, DCS has spent over a decade helping businesses in New York and across the Northeast build IT ecosystems that are as dependable as they are innovative.

**We're not just another MSP. We're your IT partner in progress**



800-922-7994



info@datacollaborationservices.com

**Cyber Security Services | Network Office Moves**

**Managed IT solution**



[www.datacollaborationservices.com](http://www.datacollaborationservices.com)

**DCS** DATA COLLABORATION SERVICES  
CONSULTING