

**Disaster Recovery Plan Template**

**Section 1: Plan goals**

The major goals of this plan are:

* To minimize interruptions to the normal operations.
* To limit the extent of disruption and damage.
* To minimize the economic impact of the interruption.
* To establish alternative means of operation in advance.
* To train personnel with emergency procedures.
* To provide for smooth and rapid restoration of business operations.

**Section 2: Disaster recovery procedures**

For any disaster recovery plan, the following three elements should be addressed.

*Emergency Response Procedures*

* To document the appropriate emergency response to a fire, natural disaster, or any

other activity in order to protect lives and limit damage.

*Backup Operations Procedures*

* To ensure that essential data processing operational tasks can be conducted after the disruption.

*Recovery Actions Procedures*

* To facilitate the rapid restoration of a business operations following a disaster.

**Section 3: Company personnel**

**Name** **Position** **Address** **Telephone**

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**Note:**

Attach a copy of your organization chart to this section of the plan.

**Section 4: Vendors to be notified**

**Name** **Company** **Address** **Telephone**

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| **Section 5: Customers/Clients to be notified** |  |
| **Name** | **Company** | **Address** | **Telephone** |

**Section 6: Communications plan**

Identify person(s) responsible for making notifications to staff, vendors, customers, and other important parties. Determine the various means of communication with your employees, customers, and critical business constituents. Keep a list of 24-­‐hour emergency numbers for all your employees, and develop a call tree to keep employees informed.

**Section 7: Information services backup procedures**

* Back-­‐up files daily/weekly/monthly.
* All saved media is stored off-­‐site at \_\_\_\_\_\_\_\_ (location).
* It is recommended that all personal computers be backed up. Copies of the personal computer files should be uploaded to the server on \_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_ (time), just before a complete save of the system is done. It is then saved with the normal

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system save procedure. This provides for a more secure backup of personal computer-­‐ related systems where a local area disaster could wipe out important personal computer systems.

**Section 8: Time table to restoration of normalcy:**

Evaluate the time and duration for this arrangement and when systems will be back to normal. Keep clients/vendors informed and give them those estimates and keep them posted.

**Section 9: Testing the disaster recovery plan**

* In successful contingency planning, it is important to test and evaluate the plan regularly. Keep your plan current. Keep records of changes to your plan, contact lists, backup schedules and procedures.

**Disaster Recovery Plan Checklist**

1. Plan Initiation
	* Notify senior management
	* Contact and set up disaster recovery team
	* Determine degree of disaster
	* Implement proper recovery plan dependent on extent of disaster
	* Monitor progress
	* Contact all necessary personnel
	* Contact vendors
	* Contact customers/clients
	* Set up temporary office and workspace, if needed
2. Follow-­‐Up Checklist
	* List teams and tasks of each
	* Obtain emergency cash and set up transportation to and from backup site, if necessary
	* Set up living quarters, if necessary
	* List all personnel and their telephone numbers
	* Establish user participation plan
	* Set up the delivery and the receipt of mail
	* Establish emergency office supplies
	* Rent or purchase equipment, as needed
	* Determine applications to be run

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* Set up primary vendors for assistance with problems incurred during emergency
* Plan for transportation of any additional items needed at backup site
* Ensure that all personnel involved know their tasks
* Notify insurance companies

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