<Business Name>

Disaster Recovery Plan

Version 1.0

Revision History

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| --- | --- | --- |
| Revision Date | Revision Made | Revision Author |
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# Introduction

## General Information

This document will provide necessary contacts and processes needed for all critical organization functions. Mentioned will be points of contact, strategies, and policies to follow. This document is considered classified and confidential to within the <Team/Department Name> and should not be publicly displayed.

This document is not designed for how a general employee should proceed after finding an issue, but for the <team> once the issue has been escalated to them. It is written in high level language and is not intended to be a technical how-to.

For information regarding this manual please contact: < Name, Email, Phone Number>

*This document is live and subject to change due to ongoing efforts to improve the integrity of the information systems of this company.*

## Disaster Recovery Plan Overview

At the start of an emergency condition, employees and resources will respond quickly to any condition, which could impact <Business Name>’s ability to perform its critical organization functions. The procedures contained within have been designed to provide clear, concise, and essential directions to recover from varying degrees of organization interruptions and disasters. This plan is designed to help minimize down time, loss of revenue, and a smooth transition back into normal production.

## Disaster Recovery Plan Location

Copies of this document will be stored physically at <location>. Members on the disaster recovery team will have personal copies that should be always accessible when on call. Virtual copies will be stored at <location> for accessing and making edits.

## System(s) Backup Strategy

Listed below is key business processes and the approved backup strategy for each process. A key process may who two different strategies if an onset strategy is different for the offsite backup.

|  |  |
| --- | --- |
| Key Business Process | Backup Strategy |
|  |  |
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## Critical Systems Inventory (Hardware)

Listed below are hardware systems in place that have been agreed upon to be mission critical for <Business Name>. Explained should be the pre-planned strategy on getting the systems back into production.

|  |  |
| --- | --- |
| Critical System | Recovery Plan |
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## Critical System Inventory (Software)

Listed below is software in place that have been agreed upon to be mission critical for <Business Name>. Explained should be the pre-planned strategy on getting the systems back into production.

|  |  |
| --- | --- |
| Critical System | Recovery Plan |
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## Critical Document Inventory

Listed below are documents in place that have been agreed upon to be mission critical for <Business Name>. Explained should be the pre-planned strategy on getting the documents recovered.

|  |  |
| --- | --- |
| Critical Documents | Recovery Plan |
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# Contact Directory

## Emergency Number Contacts

|  |  |
| --- | --- |
|  | Phone Number |
| Fire |  |
| Police |  |
| EMS |  |
| Alarm Company |  |

## Maintenance and Repair

|  |  |  |
| --- | --- | --- |
| Category | Company Name | Phone Number |
| Janitorial |  |  |
| HVAC |  |  |
| Plumbing |  |  |
| Electrical |  |  |
| Carpenter |  |  |

## Utilities Contacts

|  |  |  |
| --- | --- | --- |
| **Utility** | **Company Name** | **Phone Number** |
| **Electrical** |  |  |
| **Gas** |  |  |
| **Water** |  |  |
| **Sewer** |  |  |
| **Sanitation** |  |  |

## Internal Disaster Management Team Contacts

<Here employees will be listed that are part of the disaster recovery effort. Specific employees in different departments, Special Operations Center, etc.>

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Phone | Email |
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## External Contacts

<Here employees will be listed that are part of the disaster recovery effort. Specific companies or suppliers.>

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Phone | Email |
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# Evacuation Polices

## Meeting Points

Primary evacuation point:

Secondary evacuation point:

## Evacuation Plan

At every emergency exit point a sign should be posted containing:

1. Roadmaps should be place at every emergency exit showing the safest/quickest route outside
2. The above meeting points should be listed
3. Location of fire extinguishers
4. Fire Alarm pull stations

## Emergency Alerting Policy

The Evacuation Plan should be put in place in the case of:

1. Total loss of power
2. Total loss of communications
3. Loss of building
4. Flooding on the premises

# Recovery Effort

## System Restoration

The following processes should be recovered by the order of importance specified below:

|  |  |  |  |
| --- | --- | --- | --- |
| Priority Rank | Business Process | Business Impact | Targeted Recovery Time |
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