[organization logo]

[organization name]

**DISASTER RECOVERY PLAN**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

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| **Date** | **Version** | **Created by** | **Description of change** |
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# Purpose, scope and users

The purpose of the Disaster Recovery Plan is to define precisely how [organization name] will recover its IT infrastructure and IT services within set deadlines in the case of a disaster or other disruptive incident. The objective of this Plan is to complete the recovery of IT infrastructure and IT services within the set recovery time objective (RTO).

This Plan includes all resources and processes necessary for the recovery, and covers all the information security aspects of business continuity management.

Users of this document are members of the top management and employees necessary for the recovery of this activity.

# Assumptions / limitations

In order for this plan to work, the following conditions must be met:

* All the equipment, software and data are available as planned in [document]
* At the moment of an incident, the employees of the IT department have been transferred to the alternative site – this is the starting point for this Disaster Recovery Plan

This plan does not cover the following types of incidents:



# General information

|  |  |
| --- | --- |
| Location of the alternative site / recovery strategy |  |
| Recovery time objective: |  |
| Person responsible for Disaster Recovery Plan activation / means of activation: | [job title] / oral or written |
| People who must be notified about plan activation / who is responsible: | [list all job titles that must be notified]; responsible [job title] |
| Person responsible for deactivation of Disaster Recovery Plan / means of deactivation / criteria: | [job title] / [oral or written] / [description of criteria] |
| Key tasks / obligations / SLAs that must be fulfilled and respective deadlines: |  |
| Minimum capacity that is required immediately after the disaster: |  |
| Period after which the normal operational level must be resumed: |  |

# Roles and contact information

For IT department:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***No.*** | ***Role in recovery*** | ***Name*** | ***Job title / organizational unit*** | ***Mobile phone*** | ***Landline phone*** | ***E-mail*** | ***Home address*** | ***No. of substitute*** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

Other activities in the company:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***No.*** | ***Name*** | ***Job title / organizational unit*** | ***Mobile phone*** | ***Landline phone*** | ***E-mail*** | ***No. of substitute*** |
| 11. |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |

External contacts:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***No.*** | ***Name of organization*** | ***Name*** | ***Job title / organizational unit*** | ***Mobile phone*** | ***Landline phone*** | ***E-mail*** | ***No. of substitute*** |
| 21. |  |  |  |  |  |  |  |
| 22. |  |  |  |  |  |  |  |
| 23. |  |  |  |  |  |  |  |
| 24. |  |  |  |  |  |  |  |
| 25. |  |  |  |  |  |  |  |

# Authorizations in a crisis

|  |  |
| --- | --- |
| ***Role in recovery / job title*** | ***Authorizations*** |
| Head of IT department | Authorized to take all steps specified in this Disaster Recovery Plan in order to recover the IT infrastructure / IT services |
| [job title] | Authorized for urgent purchases of equipment/services up to [amount] |
| [job title] | Authorized to communicate with clients |
| [job title] | Authorized to communicate with [name of state authority] |
| [job title] | Authorized to cooperate with [name of supplier/outsourcing partner] |
| ... |  |
|  |  |

Note: only [job title] is authorized to communicate with the public through public media

# Necessary resources

The following resources will be used for the recovery of this activity:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name of resource*** | ***Description*** | ***Amount*** | ***When the resource is necessary*** | ***Person responsible for obtaining the resource*** |
| *People:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Applications / databases:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Data in electronic form:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Data in paper form:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *IT and communications equipment:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Communication channels:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Other equipment:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Facilities and infrastructure:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *External services:* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Recovery steps for the IT infrastructure / IT services

This activity should be recovered in the following way:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Recovery procedures (main steps / individual tasks)*** | ***Persons responsible for implementation*** | ***Communication (content, to whom)*** | ***Implementation record (date / time)*** |
| [name of step no. 1] | | | |
| [task no. 1.1] |  |  |  |
| [task no. 1.2] |  |  |  |
| ... |  |  |  |
| [name of step no. 2] | | | |
| [task no. 2.1] |  |  |  |
| [task no. 2.2] |  |  |  |
| ... |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Managing records kept on the basis of this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Record name*** | ***Storage location*** | ***Person responsible for storage*** | ***Controls for record protection*** | ***Retention time*** |
| Record of recovery step implementation (record in paper form) | Archive [job title] | [job title] | Records are stored in a locked cabinet | 3 years |

Only [job title] can grant other employees access to the records.

# Validity and document management

This document is valid as of [date]

This document, together with all additional documents, is stored in the following way:

* The paper form of the document is stored at the following locations: Command Center, [list locations].
* The electronic form of the document is stored in the following way: [provide intranet folder name].

The owner of this document is [job title], who must check and if necessary update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

* number of corrective actions based on conducted exercises
* number of corrective actions based on implementation of the plan in a crisis
* in the case of a crisis, whether the recovery was completed within the recovery time objective

# Additional documents

* [technical documentation for ICT systems]
* [working instructions]

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]