

DISASTER RECOVERY PLAN TEMPLATE

DISASTER RECOVERY PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

VERSION 0.0.0

00/00/0000

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

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1. HIGH-LEVEL OUTLINE OF DISASTER RECOVERY PLAN

These are the major goals of the disaster recovery plan.



3. INFORMATION SERVICES BACKUP PROCEDURES

These are the procedures that should be carried out in case of disaster or major disruption in processes.

A large, empty rectangular box with a thin orange border, intended for detailing information services backup procedures.

4. DISASTER RECOVERY PROCEDURES

These are the key components in the DRP that should be immediately addressed and acted upon in the event of emergency.

A large, empty rectangular box with a thin orange border, intended for detailing disaster recovery procedures.

5. RECOVERY PLAN FOR MOBILE SITE

This is the relevant information needed to continue recovery plans at a mobile site.

6. RECOVERY PLAN FOR HOT SITE

This is the relevant information needed to continue recovery plans and normal business operations at an alternative or backup site. This "hot site" is meant for temporary use while the main site is dealt with.

7. RESTORATION PROCESS

These are the steps and resources needed to restore the disrupted systems or business.

8. RECOVERY PLAN PRACTICE AND EXERCISING

This is the plan that should be carried out to practice and prepare for an emergency.

9. DISASTER SITE REBUILDING

These are the steps and resources needed to rebuild the disaster site.

10. PLAN CHANGES OR UPDATES

These are the details regarding any changes or updates made to the DRP, version number, and history.