

Flex IT Disaster Recovery Plan - Template

Company Name & Address -

webaddress.co.uk -

Document Version -

Date -

Prepared By -

Approved By -

Contents

Outline of the Disaster Recovery Plan.	2
Contact Information of Key Personnel.....	2
Backup Procedures.	2
Disaster Recovery Procedures.	2
Plans for Remote Sites and Home Workers.....	3
Recovery Plan for Cold, Warm & Hot sites	3
Restore Plans & Processes.	3
Recovery Plan Practice Routines.....	4
Rebuilding of the Disaster Site.....	4
Plan Changes and Updates.	4

OUTLINE OF THE DISASTER RECOVERY PLAN.

The object of and the goals for the recovery.

CONTACT INFORMATION OF KEY PERSONNEL.

This should include all 3rd Parties & Stakeholders and their roles and responsibilities.

Example contact list:

Company	Name	Title	Role	Phone	Email	notes

BACKUP PROCEDURES.

What needs to be carried out in case of disaster or major disruption in processes.

DISASTER RECOVERY PROCEDURES.

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

PLANS FOR REMOTE SITES AND HOME WORKERS.

Details how will these be dealt with.

RECOVERY PLAN FOR COLD, WARM & HOT SITES

Details for each if they are to be used etc.

RESTORE PLANS & PROCESSES.

The steps and resources needed in order to restore the disrupted systems or business.

RECOVERY PLAN PRACTICE ROUTINES.

The steps to be taken during practice exercises

REBUILDING OF THE DISASTER SITE.

The steps needed to restore the site (office) to full operation.

PLAN CHANGES AND UPDATES.

Document the details of changes & updates made to the DRP, version number.