



IT Disaster Recovery Plan Template

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32 page Disaster Recovery template, including:

- ✓ Directions on how to create a DR plan and understand objectives
 - ✓ Steps to take through the early phase of the incident
 - ✓ Tips for dealing with the media
- ✓ Actions to take when facing financial and legal issues

Revision History

REVISION	DATE	NAME	DESCRIPTION
Original 1.0			

Table of Contents

Information Technology Statement of Intent.....	3
Policy Statement.....	3
Objectives.....	3
Key Personnel Contact Info.....	4
Notification Calling Tree.....	5
External Contacts.....	6
External Contacts Calling Tree.....	9
1 Plan Overview.....	10
1.1 Updates.....	10
1.2 Documentation Storage.....	10
1.3 Backup Strategy.....	10
1.4 Risk Management.....	10
2 Emergency Response.....	12
2.1 Alert, Escalation and Plan Invocation.....	12
2.2 Disaster Recovery Team.....	12
2.3 Emergency Alert, Escalation and DRP Activation.....	12
3 Media.....	14
3.1 Media Contact.....	14
3.2 Media Strategies.....	14
3.3 Media Team.....	14
3.4 Rules for Dealing with Media.....	14
4 Insurance.....	15
5 Financial and Legal Issues.....	16
5.1 Financial Assessment.....	16
5.2 Financial Requirements.....	16
5.3 Legal Actions.....	16
6 DRP Exercising.....	17
Appendix A – Technology Disaster Recovery Plan Templates.....	18
Disaster Recovery Plan for <System One>.....	18
Disaster Recovery Plan for <System Two>.....	21
Disaster Recovery Plan for Local Area Network (LAN).....	23
Disaster Recovery Plan for Wide Area Network (WAN).....	25
Disaster Recovery Plan for Remote Connectivity.....	27
Disaster Recovery Plan for Voice Communications.....	29
Appendix B – Suggested Forms.....	31
Damage Assessment Form.....	31
Management of DR Activities Form.....	31
Disaster Recovery Event Recording Form.....	31
Disaster Recovery Activity Report Form.....	32
Mobilizing the Disaster Recovery Team Form.....	32
Mobilizing the Business Recovery Team Form.....	33
Monitoring Business Recovery Task Progress Form.....	34
Preparing the Business Recovery Report Form.....	34
Communications Form.....	35
Returning Recovered Business Operations to Business Unit Leadership.....	35
Business Process/Function Recovery Completion Form.....	35

Information Technology Statement of Intent

This document delineates our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency situation, modifications to this document may be made to ensure the physical safety of our people, our systems, and our data.

Our mission is to ensure information system uptime, data integrity and availability, local/remote access to information systems and services, and business continuity.

Policy Statement

Corporate management has approved the following policy statement:

- The company shall develop a comprehensive IT disaster recovery plan.
- A formal risk assessment shall be undertaken to determine the requirements for the disaster recovery plan.
- The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities.
- The disaster recovery plan should be periodically tested in a simulated environment to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.
- All staff must be made aware of the disaster recovery plan and their own respective roles.
- The disaster recovery plan is to be kept up to date to account for changing circumstances.

Objectives

The principal objective of the disaster recovery program is to develop, test and document a well-structured and easily understood plan that will help the company recover as quickly and effectively as possible from an unforeseen disaster or emergency that interrupts information systems and business operations. Additional objectives include ensuring the following:

- all employees must fully understand their duties in implementing the plan;
- operational policies are adhered to within all planned activities;
- the proposed contingency arrangements are cost-effective, and management must consider implications on other company sites.

Key Personnel Contact Info

Name, Title	Contact Option	Contact Number
	Work	
	Alternate	
	Mobile	
	Home	
	Email Address	
	Alternate Email	
	Work	
	Alternate	
	Mobile	
	Home	
	Email Address	
	Alternate Email	
	Work	
	Alternate	
	Mobile	
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	Alternate	
	Mobile	
	Home	
	Email Address	
	Alternate Email	