

# IT DISASTER RECOVERY PLAN TEMPLATE



# IT DISASTER RECOVERY PLAN

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

## TABLE OF CONTENTS

1. IT STATEMENT OF INTENT.....	3
2. POLICY STATEMENT.....	3
3. OBJECTIVES.....	3
4. CONTACT INFORMATION.....	4
5. PLAN OVERVIEW .....	5
6. EMERGENCY RESPONSE AND EMERGENCY RESPONSE TEAM.....	5
7. DISASTER RECOVERY TEAM.....	6
8. EMERGENCY ALERT, ESCALATION, AND ACTIVATION .....	7
9. INSURANCE INFORMATION.....	7
10. FINANCIAL AND LEGAL INFORMATION .....	8
11. RECOVERY PLAN PRACTICE AND EXERCISING.....	8

## 1. IT STATEMENT OF INTENT

The direction for the disaster recovery plan.

## 2. POLICY STATEMENT

The approved policy statement regarding how to handle disasters in the IT department.

## 3. OBJECTIVES

The main goals of the IT disaster recovery plan.

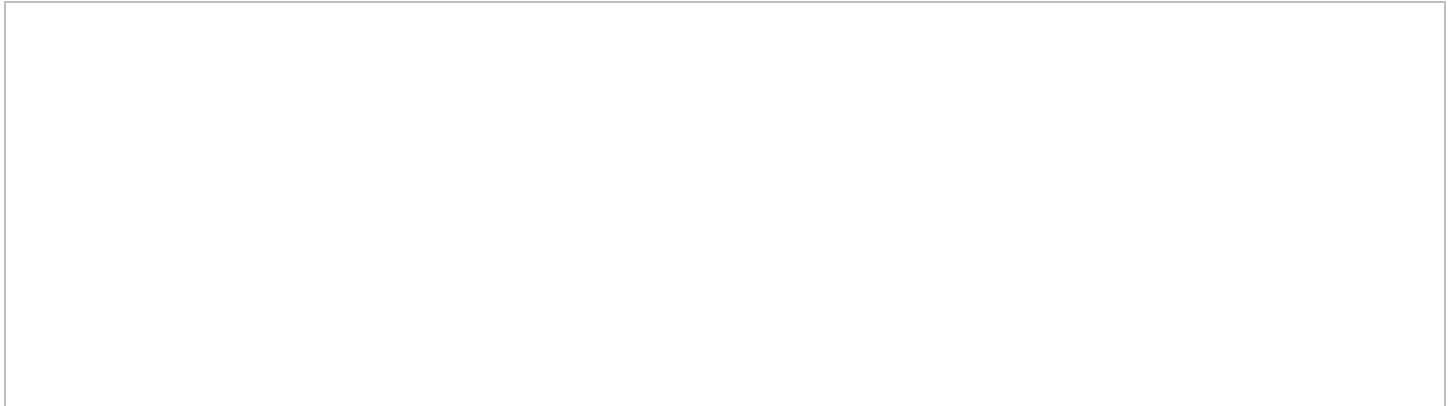
## 4. CONTACT INFORMATION

The key contact information of all involved parties, specifically key personnel in the IT department, external assets or networks, third party resources, and key stakeholders.

NAME & TITLE	ROLE	PHONE	EMAIL	MAILING

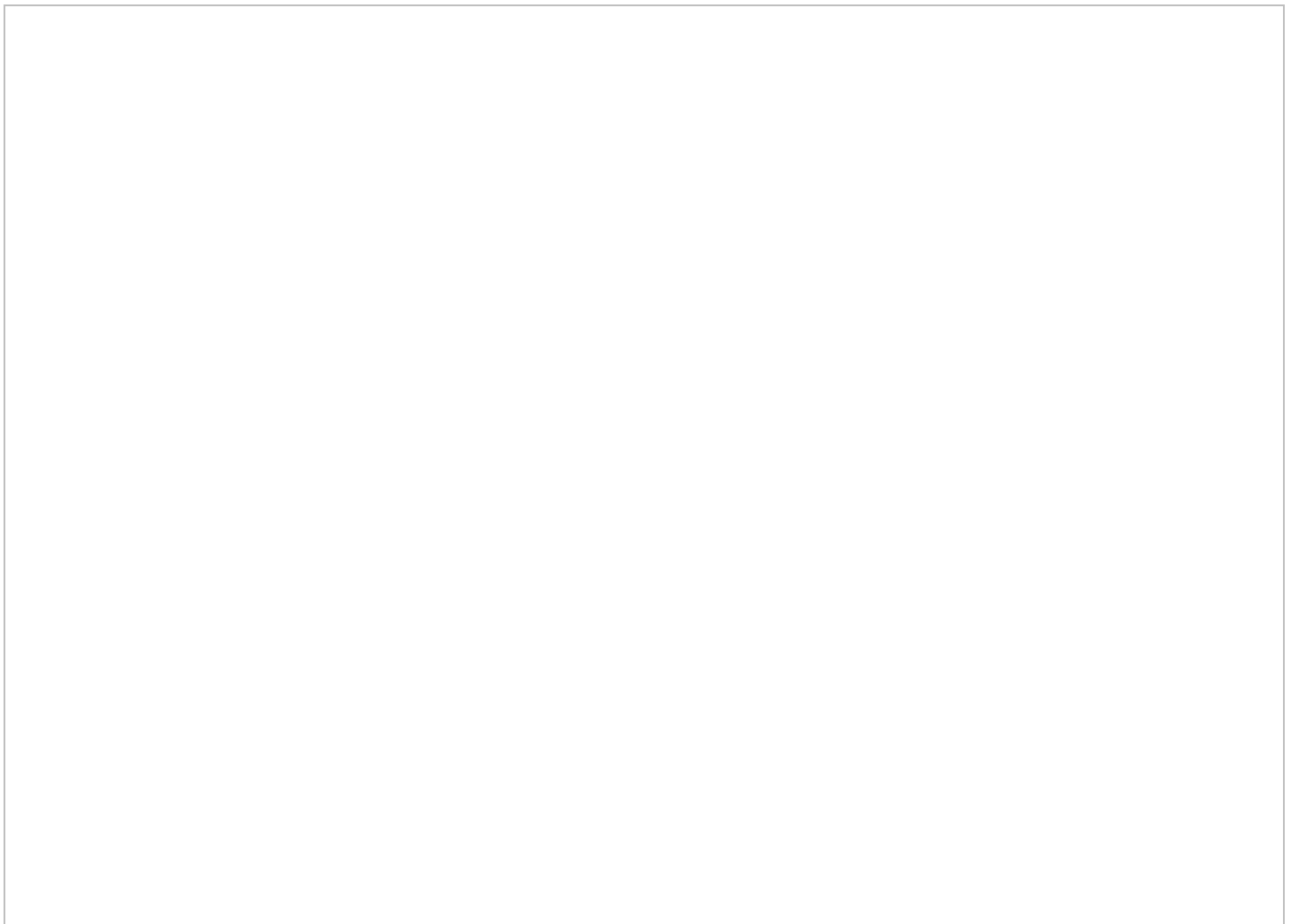
## 5. PLAN OVERVIEW

The fundamental components of the plan, including disaster recovery strategies and procedures, data restoration times, RPOs and RTOs, data and system backups, and risk management assessments.



## 6. EMERGENCY RESPONSE AND EMERGENCY RESPONSE TEAM

The steps needed to be done immediately following an incident or emergency.



## 7. DISASTER RECOVERY TEAM

The members of the team, contact information, and a list of responsibilities for individual team members.

NAME & TITLE	PHONE	EMAIL	RESPONSIBILITIES

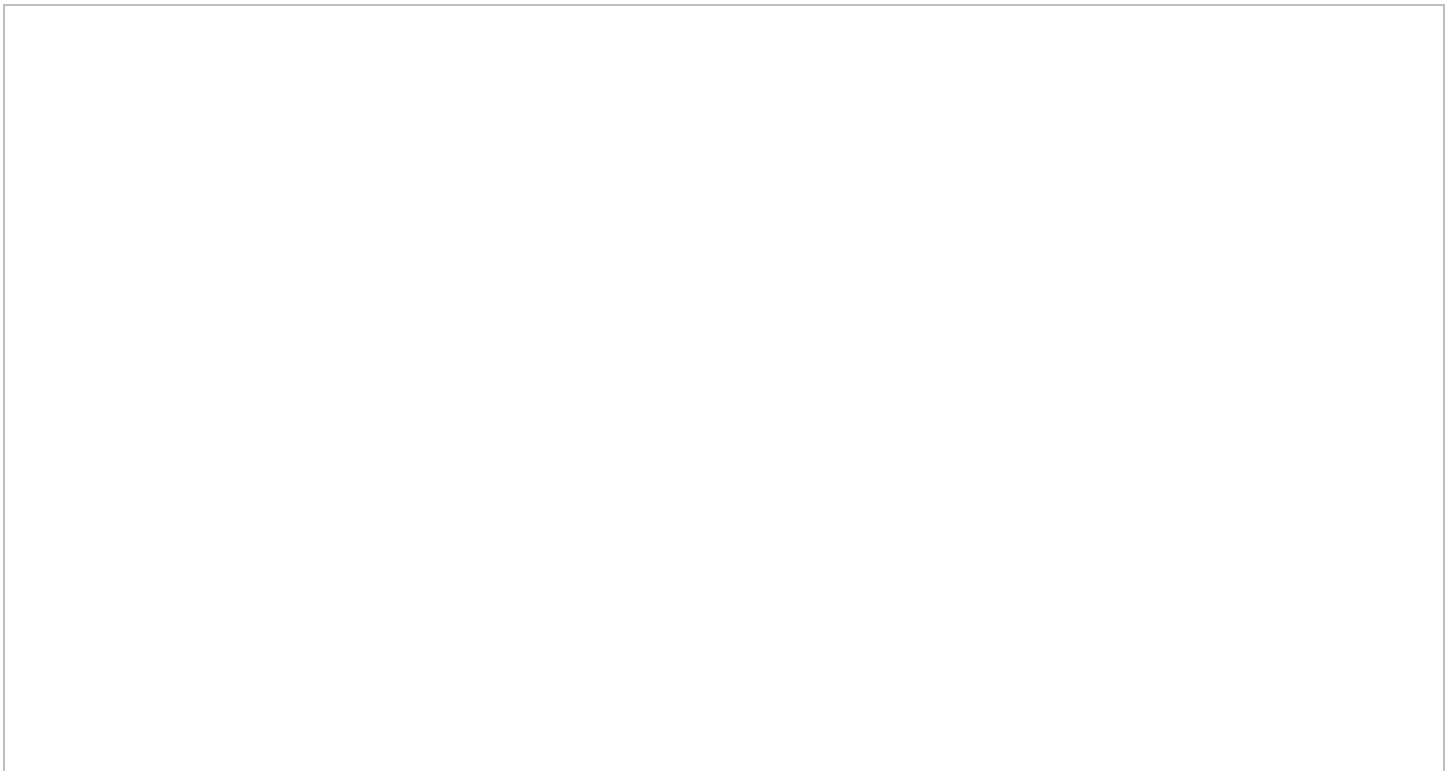
## **8. EMERGENCY ALERT, ESCALATION, AND ACTIVATION**

The steps taken during an emergency, and the steps in alerting all resources and the public of an emergency.

A large, empty rectangular box with a thin black border, intended for the user to provide details regarding emergency alert, escalation, and activation procedures.

## **9. INSURANCE INFORMATION**

The insurance coverage of the IT department and other relevant policy information.

A large, empty rectangular box with a thin black border, intended for the user to provide details regarding insurance coverage and other relevant policy information for the IT department.

## 10. FINANCIAL AND LEGAL INFORMATION

The steps to take to deal with both financial and legal impacts of a disaster.

## 11. RECOVERY PLAN PRACTICE AND EXERCISING

The plan to carry out to practice and prepare for an emergency in the IT department.



## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.