

Data Center Disaster Recovery Plan Template

1. Introduction

Briefly describe the purpose and scope of this disaster recovery plan for the data center, including critical objectives and stakeholders.

2. Contact Information

Role	Name	Phone	Email
Disaster Recovery Manager			
IT Lead			
Facilities Manager			

3. Critical Systems & Assets

System/Asset	Description	Recovery Priority

4. Risk Assessment

Summarize potential disaster scenarios (fire, flood, power outage, cyberattack, etc.), likelihood, and possible impacts.

- Physical Threats (e.g. fire, flood)
- Technical Threats (e.g. hardware failure, cyberattack)
- Human Threats (e.g. sabotage, human error)

5. Recovery Strategies

- Data Backup** – Backup frequency, storage locations, and restoration procedures.
- System Recovery** – Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) for each asset.
- Alternative Site** – Specify if a hot/cold/warm site is available, and procedures for invocation.

6. Disaster Response Procedures

- Disaster Declaration
- Initial Assessment
- Communication Plan
- Recovery Team Mobilization
- System & Service Restoration
- Post-Disaster Review

7. Communication Plan

Detail internal and external communication channels, notification procedures, and escalation paths.

8. Plan Maintenance & Testing

- Review and update frequency
- Testing schedule and types (tabletop, simulation, etc.)

- Roles responsible for maintenance

9. Appendices

- Network Diagrams
- Inventory Lists
- Vendor Contacts
- Additional Notes