

# Incident Recovery Action Plan Template

Incident Title:

Date/Time of Incident:

Reported By:

Location:

Incident Reference Number:

## 1. Incident Summary

## 2. Impact Assessment

## 3. Recovery Objectives

## 4. Recovery Actions & Timeline

Step #	Action	Owner	Start Time	End Time	Status

## 5. Communication Plan

## 6. Resources Used

## 7. Lessons Learned

## 8. Approval

Reviewed By:

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Date:

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Signature:

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