

IT Disaster Recovery Plan Template

1. Introduction

Purpose: [Describe the purpose of this Disaster Recovery Plan]

Scope: [Define the scope of systems, locations, and processes covered]

2. Plan Overview & Objectives

- Minimize downtime
- Restore critical IT services
- Protect data integrity
- Establish communication protocols

3. Roles & Responsibilities

Role	Name(s)	Contact	Responsibilities
Disaster Recovery Manager	[Name]	[Contact]	Coordinate recovery activities
IT Support	[Name]	[Contact]	Restore systems and services
Communication Lead	[Name]	[Contact]	Manage internal/external communications

4. Risk Assessment

[Summarize potential disaster scenarios and impact]

- Power outage
- Hardware failure
- Cyberattack
- Natural disaster

5. Disaster Response Procedures

1. Incident Identification
2. Assessment and Notification
3. Activation of Disaster Recovery Team
4. Communication Plan Execution
5. System Recovery Steps

6. Recovery Strategies

6.1 Data Backup

- [Describe backup locations, schedule, and method]

6.2 System Recovery

- [List systems/applications and recovery steps]

6.3 Alternate Site/Workarounds

- [Describe alternate locations, remote work policies]

7. Communication Plan

[Detail notification procedures for stakeholders, employees, clients, vendors]

8. Plan Testing & Review

- Testing schedule: [Frequency]
- Review and update process

9. Appendices

- Contact List
- System Inventory
- Vendor Information
- Revision History