<Client Name>

IT Disaster Recovery Plan

Small Business Template

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| revision | date | name | description |
| Original 1.0 |  |  |  |
|  |  |  |  |
|  |  |  |  |

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# **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, 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, 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 analysis (RA) shall be undertaken to determine the risks, likelihood and potential severity of events that could disrupt company operations
* A business impact analysis (BIA) shall be performed to identify those business functions that are deemed essential to the company’s operations, and to also identify the technologies that support them, and time frames and priorities for recovery
* 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 take into account changing circumstances.

# **Objectives**

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

* The need to ensure that all employees fully understand their duties in executing such a plan
* The need to ensure that operational policies are adhered to within all planned activities
* The need to ensure that proposed DR arrangements are cost-effective
* The need to consider implications on other company sites
* Disaster recovery capabilities as applicable to key customers, vendors and others

# **Key Personnel Contact Info**

| **Name, Title** | **Contact Option** | **Contact Number** |
| --- | --- | --- |
|  | Work |  |
|  | Alternate |  |
|  | Mobile |  |
|  | Home |  |
|  | E-mail Address |  |
|  | Alternate E-Mail |  |
|  |  |  |
|  | Work |  |
|  | Alternate |  |
|  | Mobile |  |
|  | Home |  |
|  | E-mail Address |  |
|  | Alternate E-Mail |  |
|  |  |  |
|  | Work |  |
|  | Alternate |  |
|  | Mobile |  |
|  | Home |  |
|  | E-mail Address |  |
|  | Alternate E-Mail |  |
|  |  |  |
|  | Work |  |
|  | Alternate |  |
|  | Mobile |  |
|  | Home |  |
|  | E-mail Address |  |
|  | Alternate E-Mail |  |
|  |  |  |
|  | Work |  |
|  | Alternate |  |
|  | Mobile |  |
|  | Home |  |
|  | E-mail Address |  |
|  | Alternate E-Mail |  |
|  |  |  |
|  | Work |  |
|  | Alternate |  |
|  | Mobile |  |
|  | Home |  |
|  | E-mail Address |  |
|  | Alternate E-Mail |  |
|  |  |  |

## **Notification Calling Tree**

Person Identifying Incident

# **External Contacts**

| **Name, Title** | **Contact Option** | **Contact Number** |
| --- | --- | --- |
| **Landlord / Property Manager**  |  |  |
| Account Number None |  |  |
|  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Power Company**  |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Telecom Carrier 1**  |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Cloud Service Provider 1** |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Hardware Supplier 1** |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Server Supplier 1**  |  |  |
| Account Number. | Work  |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address  |  |
|  |  |  |
| **Workstation Supplier 1**  |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Office Supplies 1** |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Insurance – Name**  |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Site Security –**  |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Off-Site Storage 1** |  |  |
| Account Number | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Cloud Storage 1**  |  |  |
| Account Number  | Userid |  |
|  | Password |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **HVAC –** |  |  |
| Account Number  | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Emergency Power –** |  |  |
| Account Number | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |
| **Other –** |  |  |
| Account Number | Work |  |
|  | Mobile |  |
|  | Emergency Reporting |  |
|  | E-Mail Address |  |
|  |  |  |

## **External Contacts Calling Tree**

# **1 Plan Overview**

## **1.1 Plan Updating**

It is necessary for the DRP updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalized change control procedures under the control of the head of IT.

## **1.2 Plan Documentation Storage**

Copies of this Plan, CD, and hard copies will be stored in secure locations to be defined by the company. Each member of senior management will be issued a CD and hard copy of this plan to be filed at home. Each member of the Disaster Recovery Team and the Business Recovery Team will be issued a CD and hard copy of this plan. A master protected copy will be stored on specific resources established for this purpose. The company intranet and/or SharePoint will serve as a Plan repository.

## **1.3 Backup Strategy**

Key business processes and the agreed backup strategy for each are listed below. The strategy chosen is for a fully mirrored recovery site at the company’s offices in \_\_\_\_\_. This strategy entails the maintenance of a fully mirrored duplicate site which will enable instantaneous switching between the live site (headquarters) and the backup site.

|  |  |
| --- | --- |
| **KEY BUSINESS PROCESS** | **BACKUP STRATEGY** |
| IT Operations  | Fully mirrored recovery site |
| Tech Support - Hardware  | Fully mirrored recovery site |
| Tech Support – Software  | Fully mirrored recovery site |
| Facilities Management- | Fully mirrored recovery site |
| Email  | Fully mirrored recovery site |
| Purchasing  | Fully mirrored recovery site |
| Disaster Recovery  | Fully mirrored recovery site |
| Finance  | Fully mirrored recovery site |
| Contracts Admin  | Fully mirrored recovery site |
| Warehouse & Inventory  | Fully mirrored recovery site |
| Product Sales  | Fully mirrored recovery site |
| Maintenance Sales  | Fully mirrored recovery site |
| Human Resources  | Fully mirrored recovery site |
| Testing Fully Mirrored Recovery site - | Fully mirrored recovery site |
| Workshop Fully Mirrored Recovery site - | Fully mirrored recovery site |
| Call Center | Fully mirrored recovery site |
| Web Site | Fully mirrored recovery site |

## **1.4 Risk Management**

There are many potential disruptive threats which can occur at any time and affect the normal business process. We have considered a wide range of potential threats and the results of our deliberations are included in this section. Each potential environmental disaster or emergency situation has been examined. The focus here is on the level of business disruption which could arise from each type of disaster.

Potential disasters have been assessed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Disaster** | **Probability Rating** | **Impact Rating** | **Brief Description Of Potential Consequences & Remedial Actions** |
| Flood | 3 | 4 | All critical equipment is located on 1st Floor |
| Fire | 3 | 4 | FM200 suppression system installed in main computer centers. Fire and smoke detectors on all floors.  |
| Tornado | 5 |  |  |
| Electrical storms | 5 |  |  |
| Act of terrorism | 5 |  |  |
| Act of sabotage | 5 |  |  |
| Electrical power failure | 3 | 4 | Redundant UPS array together with auto standby generator that is tested weekly & remotely monitored 24/7. UPSs also remotely monitored. |
| Loss of communications network services  | 4 | 4 | Two diversely routed T1 trunks into building. WAN redundancy, voice network resilience |

Probability: 1=Very High, 5=Very Low Impact: 1=Total destruction, 5=Minor annoyance

# **2 Emergency Response**

## **2.1 Alert, escalation and plan invocation**

### 2.1.1 Plan Triggering Events

Key trigger issues at headquarters that would lead to activation of the DRP may include the following:

* Total loss of all communications and Internet access
* Total loss of power
* Flooding of the premises
* Loss of the building

### 2.1.2 Assembly Points

Where the premises need to be evacuated, the DRP invocation plan identifies two evacuation assembly points:

* Primary – <Specify the location>
* Alternate – <Specify the location>

### 2.1.3 Activation of Emergency Response Team

When an incident occurs the Emergency Response Team (ERT) must be activated. The ERT will then decide the extent to which the DRP must be invoked. All employees must be issued a Quick Reference card containing ERT contact details to be used in the event of a disaster. Responsibilities of the ERT are to:

* Respond immediately to a report of an outage and call the IT help desk;
* Assess the extent of the disaster and its impact on the business, data center, etc.;
* Decide which elements of the DR Plan should be activated;
* Establish and manage disaster recovery team to maintain vital services and return to normal operation;
* Ensure employees are notified and allocate responsibilities and activities as required.

## **2.2 Disaster Recovery Team**

The team will be contacted and assembled by the ERT. The responsibilities of the team are to:

* Establish facilities for an emergency level of service within 2.0 business hours;
* Restore key services within 4.0 business hours of the incident;
* Recover to business as usual within 8.0 to 24.0 hours after the incident;
* Coordinate activities with Emergency Response Team, first responders, etc.
* Report to IT senior leadership and senior management

## **2.3 Emergency Alert, Escalation and DRP Activation**

This policy and procedure has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The disaster recovery plan will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve a smooth technology and business recovery. Suppliers of critical goods and services will continue to support recovery of business operations as the company returns to normal operating mode.

### 2.3.1 Emergency Alert

The person discovering the incident calls a member of the Emergency Response Team in the order listed:

Emergency Response Team

• \_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_

If not available try:

• \_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_

The Emergency Response Team (ERT) is responsible for activating the DRP for disasters identified in this plan, as well as in the event of any other occurrence that affects the company’s capability to perform normally.

One of the tasks during the early stages of the emergency is to notify the Disaster Recovery Team (DRT) that an emergency has occurred. The notification will request DRT members to assemble at the site of the problem and will have sufficient information to have this request effectively communicated. The Business Recovery Team (BRT) will consist of senior representatives from the main business departments. The BRT Lead will be a senior member of the company's management team, and will be responsible for taking overall charge of the process and ensuring that the company returns to normal working operations as early as possible.

### 2.3.2 DR Procedures for Management

Members of the management team will keep electronic and hard copies of the names and contact numbers of each employee in their departments. In addition, management team members will have electronic and hard copies of the company’s disaster recovery and business continuity plans on file in their homes and in the company intranet/SharePoint in the event that the headquarters building is inaccessible, unusable, or destroyed.

### 2.3.3 Contact with Employees

Managers will serve as the focal points for their departments, while designated employees will notify other employees to discuss the crisis/disaster and the company’s immediate plans. Employees who cannot reach staff on their call list are advised to call the staff member’s emergency contact to relay information on the disaster.

### 2.3.4 Backup Staff

If a manager or staff member designated to contact other staff members is unavailable or incapacitated, the designated backup staff member will perform notification duties.

### 2.3.5 Recorded Messages / Updates

For the latest information on the disaster and the organization’s response, staff members can call a toll-free hotline. Included in messages will be data on the nature of the disaster, assembly sites, and updates on work resumption.

### 2.3.7 Alternate Recovery Site / Remote Work

If necessary, alternate work facilities will be activated or employees will be asked to return home and work remotely.

### 2.3.8 Personnel and Family Notification

If the incident has resulted in a situation which would cause concern to an employee’s immediate family such as hospitalization of injured persons, it will be necessary to notify their immediate family members as soon as possible.

# **3 Media**

## **3.1 Media Contact**

Assigned staff will coordinate with the media, working according to guidelines that have been previous approved and issued for dealing with post-disaster communications.

## **3.2 Media Strategies**

1. Avoid statements that may cause adverse publicity
2. Take advantage of opportunities for useful publicity
3. Have answers to the following basic questions:
	* What happened?
	* How did it happen?
	* What are you going to do about it?

## **3.3 Media Team**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **3.4 Rules for Dealing with Media**

**Only** the media team is permitted direct contact with the media; anyone else contacted should refer callers or in-person media representatives to the media team.

# **4 Insurance**

As part of the company’s disaster recovery and business continuity strategies a number of insurance policies have been put in place. These include errors and omissions, directors & officers liability, general liability, and business interruption insurance.

*If insurance-related assistance is required following an emergency out of normal business hours, please contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Name** | **Coverage Type** | **Coverage Period** | **Amount Of Coverage** | **Person Responsible****For Coverage** | **Next Renewal****Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# **5 Financial and Legal Issues**

## **5.1 Financial Assessment**

The Emergency Response Team shall coordinate with the Finance Department to prepare an initial assessment of the financial impact of the incident to the company. The assessment should include:

* Loss of financial documents
* Loss of revenue
* Theft of check books, credit cards, etc.
* Loss of cash

## **5.2 Financial Requirements**

The immediate financial needs of the company must be addressed. These can include:

* Cash flow position
* Temporary borrowing capability
* Upcoming payments for taxes, payroll taxes, Social Security, etc.
* Availability of company credit cards to pay for supplies and services required post-disaster

## **5.3 Legal Actions**

The company legal department and ERT will jointly review the aftermath of the incident and decide whether there may be legal actions resulting from the event; in particular, the possibility of claims by or against the company for regulatory violations, etc.

# **6 DRP Exercising**

Disaster recovery plan exercises are an essential part of the plan development process. In a DRP exercise no one passes or fails; everyone who participates learns from exercises – what needs to be improved, and how the improvements can be implemented. Plan exercising ensures that emergency teams are familiar with their assignments and, more importantly, are confident in their capabilities.

Successful DR plans launch into action smoothly and effectively when they are needed. This will only happen if everyone with a role to play in the plan has rehearsed the role one or more times. The plan should also be validated by simulating the circumstances within which it has to work and seeing what happens.

# **Appendix A – Technology Disaster Recovery Plan Templates**

## **Disaster Recovery Plan for <System One>**

|  |  |
| --- | --- |
| SYSTEM |  |

|  |  |
| --- | --- |
| OVERVIEW |  |
|  PRODUCTION SERVER | Location: Server Model: Operating System: CPUs: Memory: Total Disk: System Handle: System Serial #: DNS Entry: IP Address: Other: |
| BACKUP SERVER | Provide details |
| APPLICATIONS(Use bold for Hot Site) |  |
| ASSOCIATED SERVERS |  |

|  |  |
| --- | --- |
| KEY CONTACTS |  |
| Hardware Vendor | Provide details |
| System Owners | Provide details |
| Database Owner | Provide details |
| Application Owners | Provide details |
| Software Vendors | Provide details |
| Offsite/Cloud Storage | Provide details |

|  |  |
| --- | --- |
| BACKUP STRATEGY for SYSTEM ONE |  |
| Daily | Provide details |
| Monthly | Provide details |
| Quarterly | Provide details |

|  |  |
| --- | --- |
| **SYSTEM ONE** **DISASTER RECOVERY PROCEDURE** |  |
| Scenario 1Total Loss of Data | Provide details |
| Scenario 2Total Loss of HW | Provide details |

**ADDENDUM**

|  |  |
| --- | --- |
| **CONTACTS** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**File Systems <date>**

|  |  |
| --- | --- |
| **File System as of <date>**Minimal file systems to be created and restored from backup:<List>  | **Filesystem kbytes Used Avail %used Mounted on**<Provide details>  |
| Other critical files to modify | <Provide details> |
| Necessary directories to create | <Provide details> |
| Critical files to restore | <Provide details> |
| Secondary files to restore | <Provide details> |
| Other files to restore | <Provide details> |

## **Disaster Recovery Plan for <System Two>**

|  |  |
| --- | --- |
| SYSTEM |  |

|  |  |
| --- | --- |
| OVERVIEW |  |
|  PRODUCTION SERVER | Location: Server Model: Operating System: CPUs: Memory: Total Disk: System Handle: System Serial #: DNS Entry: IP Address: Other: |
| BACKUP SERVER | Provide details |
| APPLICATIONS(Use bold for Hot Site) |  |
| ASSOCIATED SERVERS |  |

|  |  |
| --- | --- |
| KEY CONTACTS |  |
| Hardware Vendor | Provide details |
| System Owners | Provide details |
| Database Owner | Provide details |
| Application Owners | Provide details |
| Software Vendors | Provide details |
| Offsite/Cloud Storage | Provide details |

|  |  |
| --- | --- |
| BACKUP STRATEGY for SYSTEM TWO |  |
| Daily | Provide details |
| Monthly | Provide details |
| Quarterly | Provide details |

|  |  |
| --- | --- |
| **SYSTEM TWO** **DISASTER RECOVERY PROCEDURE** |  |
| Scenario 1Total Loss of Data | Provide details |
| Scenario 2Total Loss of HW | Provide details |

**ADDENDUM**

|  |  |
| --- | --- |
| **CONTACTS** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**File Systems <date>**

|  |  |
| --- | --- |
| File System as of <date>Minimal file systems to be created and restored from backup:<List>  | **Filesystem kbytes Used Avail %used Mounted on**<Provide details>  |
| Other critical files to modify | <Provide details> |
| Necessary directories to create | <Provide details> |
| Critical files to restore | <Provide details> |
| Secondary files to restore | <Provide details> |
| Other files to restore | <Provide details> |

## **Disaster Recovery Plan for Local Area Network (LAN)**

|  |  |
| --- | --- |
| SYSTEM |  |

|  |  |
| --- | --- |
| OVERVIEW |  |
|  SERVER | Location: Server Model: Operating System: CPUs: Memory: Total Disk: System Handle: System Serial #: DNS Entry: IP Address: Other: |
| BACKUP SERVER | Provide details |
| APPLICATIONS |  |
| OTHER |  |

|  |  |
| --- | --- |
| KEY CONTACTS |  |
| Hardware Vendor | Provide details |
| System Owners | Provide details |
| Database Owner | Provide details |
| Application Owners | Provide details |
| Software Vendors | Provide details |
| Offsite/Cloud Service | Provide details |

|  |  |
| --- | --- |
| LAN BACKUP STRATEGY |  |
| Daily | Provide details |
| Monthly | Provide details |
| Quarterly | Provide details |

|  |  |
| --- | --- |
| **LAN DISASTER RECOVERY PROCEDURE** |  |
| Scenario 1Total Loss of Network | Provide details |
| Scenario 2Total Loss of HW | Provide details |

**ADDENDUM**

|  |  |
| --- | --- |
| **CONTACTS** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**File Systems <date>**

|  |  |
| --- | --- |
| File System as of <date>Minimal file systems to be created and restored from backup:<List>  | **Filesystem kbytes Used Avail %used Mounted on**<Provide details>  |
| Other critical files to modify | <Provide details> |
| Necessary directories to create | <Provide details> |
| Critical files to restore | <Provide details> |
| Secondary files to restore | <Provide details> |
| Other files to restore | <Provide details> |

## **Disaster Recovery Plan for Wide Area Network (WAN)**

|  |  |
| --- | --- |
| SYSTEM |  |

|  |  |
| --- | --- |
| OVERVIEW |  |
|  EQUIPMENT | Location: Device Type:Model No.: Technical Specifications: Network Interfaces:Power Requirements;System Serial #: DNS Entry: IP Address: Other: |
| BACKUP EQUIPMENT | Provide details |
| SPECIAL APPLICATIONS |  |
| ASSOCIATED DEVICES |  |

|  |  |
| --- | --- |
| KEY CONTACTS |  |
| Network Services | Provide details |
| Hardware Vendor | Provide details |
| Application Owners | Provide details |
| Software Vendors | Provide details |
| Offsite/Cloud Services | Provide details |

|  |  |
| --- | --- |
| WAN BACKUP STRATEGY |  |
| Daily | Provide details |
| Monthly | Provide details |
| Quarterly | Provide details |

|  |  |
| --- | --- |
| **WAN DISASTER RECOVERY PROCEDURE** |  |
| Scenario 1Total Loss of Network | Provide details |
| Scenario 2Total Loss of HW | Provide details |

**ADDENDUM**

|  |  |
| --- | --- |
| **CONTACTS** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Support Systems <date>**

|  |  |
| --- | --- |
| Support system  | <Provide details> |
| Critical network assets  | <Provide details> |
| Critical interfaces | <Provide details> |
| Critical files to restore | <Provide details> |
| Critical network services to restore | <Provide details> |
| Other services  | <Provide details> |

## **Disaster Recovery Plan for Remote Access**

|  |  |
| --- | --- |
| SYSTEM |  |

|  |  |
| --- | --- |
| OVERVIEW |  |
|  EQUIPMENT | Location: Device Type:Model No.: Technical Specifications: Network Interfaces:Power Requirements;System Serial #: DNS Entry: IP Address: Other: |
| BACKUP EQUIPMENT | Provide details |
| VPN APPLICATIONS |  |
| ASSOCIATED DEVICES |  |

|  |  |
| --- | --- |
| KEY CONTACTS |  |
| Network Services | Provide details |
| Hardware Vendor | Provide details |
| System Owners | Provide details |
| Database Owner | Provide details |
| Application Owners | Provide details |
| Software Vendors | Provide details |
| Offsite/Cloud Storage | Provide details |

|  |  |
| --- | --- |
| BACKUP STRATEGY for REMOTE ACCESS |  |
| Daily | Provide details |
| Monthly | Provide details |
| Quarterly | Provide details |

|  |  |
| --- | --- |
| **DISASTER RECOVERY PROCEDURE FOR REMOTE ACCESS** |  |
| Scenario 1Total Loss of Network | Provide details |
| Scenario 2Total Loss of HW | Provide details |

**ADDENDUM**

|  |  |
| --- | --- |
| **CONTACTS** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Support Systems <date>**

|  |  |
| --- | --- |
| Support system  | <Provide details> |
| Critical network assets  | <Provide details> |
| Critical interfaces | <Provide details> |
| Critical files to restore | <Provide details> |
| Critical network services to restore | <Provide details> |
| Other services  | <Provide details> |

## **Disaster Recovery Plan for Voice Communications**

|  |  |
| --- | --- |
| SYSTEM |  |

|  |  |
| --- | --- |
| OVERVIEW |  |
|  EQUIPMENT | Location: Device Type:Model No.: Technical Specifications: Network Interfaces:Power Requirements;System Serial #: DNS Entry: IP Address: Other: |
| BACKUP EQUIPMENT | Provide details |
| VoIP APPLICATIONS |  |
| ASSOCIATED DEVICES |  |

|  |  |
| --- | --- |
| KEY CONTACTS |  |
| Network Services | Provide details |
| Hardware Vendor | Provide details |
| System Owners | Provide details |
| Database Owner | Provide details |
| Application Owners | Provide details |
| Software Vendors | Provide details |
| Offsite/Cloud Storage | Provide details |

|  |  |
| --- | --- |
| BACKUP STRATEGY for VOICE SERVICES |  |
| Daily | Provide details |
| Monthly | Provide details |
| Quarterly | Provide details |

|  |  |
| --- | --- |
| **DISASTER RECOVERY PROCEDURE FOR VOICE** |  |
| Scenario 1Total Loss of Switch | Provide details |
| Scenario 2Total Loss of Network | Provide details |

**ADDENDUM**

|  |  |
| --- | --- |
| **CONTACTS** |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Support Systems <date>**

|  |  |
| --- | --- |
| Support system  | <Provide details> |
| Critical network assets  | <Provide details> |
| Critical interfaces | <Provide details> |
| Critical files to restore | <Provide details> |
| Critical network services to restore | <Provide details> |
| Other services  | <Provide details> |

# **Appendix B – Suggested Forms**

## **Damage Assessment Form**

|  |  |  |
| --- | --- | --- |
| **Key Business** **Process Affected** | **Description Of Problem** | **Extent Of Damage** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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**\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Management of DR Activities Form**

* During the disaster recovery process all activities will be performed using a standard set of procedures;
* Where practical, this plan will need to be updated on a regular basis throughout the disaster recovery period;
* All actions that occur during this phase will need to be recorded.

|  |
| --- |
| **Activity Name:** |
| **Reference Number:** |
| **Brief Description:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Commencement****Date/Time** | **Completion****Date/Time** | **Resources Involved** | **In Charge** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

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## **Disaster Recovery Event Recording Form**

* All key events that occur during the disaster recovery phase must be recorded.
* An event log shall be maintained by the Disaster Recovery Team leader.
* This event log should be started at the commencement of the emergency and a copy of the log passed on to the Business Recovery Team once the initial dangers have been controlled.
* The following event log should be completed by the Disaster Recovery Team lead to record all key events during disaster recovery, until such time as responsibility is handed over to the business recovery team.

|  |
| --- |
| **Description of Disaster:** |
| **Commencement Date:** |
| **Date/Time DR Team Mobilized:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Undertaken by DR Team** | **Date and Time** | **Outcome** | **Follow-On Action Required** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Disaster Recovery Team's Work Completed:** <Date> |
| **Event Log Passed to Business Recovery Team:** <Date> |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Disaster Recovery Activity Report Form**

* On completion of the initial disaster recovery response the DRT lead should prepare a report on the activities undertaken.
* The report should contain information on the emergency, who was notified and when, action taken by members of the DRT together with outcomes arising from those actions.
* The report will also contain an assessment of the impact to normal business operations.
* The report should be given to business recovery team leader, with a copy to senior management, as appropriate.
* A disaster recovery report will be prepared by the DRT lead on completion of the initial disaster recovery response.
* In addition to the Business Recovery Team lead, the report will be distributed to senior management

The report will include:

* A description of the emergency or incident
* Those people notified of the emergency (including dates)
* Action taken by members of the DRT
* Outcomes arising from actions taken
* An assessment of the impact to normal business operations
* Assessment of the effectiveness of the DRP
* Lessons learned

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## **Mobilizing the Disaster Recovery Team Form**

* Following an emergency requiring recovery of technology infrastructure assets, the disaster recovery team should be notified of the situation and placed on standby.
* The format shown below can be used for recording the activation of the DR team once the work of the damage assessment and emergency response teams has been completed.

|  |
| --- |
| **Description of Emergency:** |
| Date Occurred: |
| Date Work of Disaster Recovery Team Completed: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Team Member** | **Contact Details** | **Contacted On (Time / Date)** | **By Whom** | **Response** | **Start Date Required** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Relevant Comments (e.g., Specific Instructions Issued) |

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## **Mobilizing the Business Recovery Team Form**

* Following an emergency requiring activation of the disaster recovery team, the business recovery team should be notified of the situation and placed on standby.
* The format shown below will be used for recording the activation of the business recovery team once the work of the disaster recovery team has been completed.

|  |
| --- |
| **Description of Emergency:** |
| Date Occurred: |
| Date Work of Business Recovery Team Completed: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Team Member** | **Contact Details** | **Contacted On (Time / Date)** | **By Whom** | **Response** | **Start Date Required** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Relevant Comments (e.g., Specific Instructions Issued) |

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## **Monitoring Business Recovery Task Progress Form**

* The progress of technology and business recovery tasks must be closely monitored during this period of time.
* Since difficulties experienced by one group could significantly affect other dependent tasks it is important to ensure that each task is adequately resourced and that the efforts required to restore normal business operations have not been underestimated.

*Note: A priority sequence must be identified although, where possible, activities will be carried out simultaneously.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recovery Tasks (*Order of Priority)* | Person(s) Responsible | Completion Date | Milestones Identified | Other Relevant Information |
| Estimated | Actual |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
|  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_

## **Preparing the Disaster Recovery Report Form**

* On completion of disaster recovery activities the DRT leader should prepare a report on the activities undertaken and completed.
* The report should contain information on the disruptive event, who was notified and when, action taken by members of the DRT together with outcomes arising from those actions.
* The report will also contain an assessment of the impact to normal business operations.
* The report should be distributed to senior management, as appropriate.

The contents of the report shall include:

* A description of the incident
* People notified of the emergency (including dates)
* Action taken by the disaster recovery team
* Outcomes arising from actions taken
* An assessment of the impact to normal business operations
* Problems identified
* Suggestions for enhancing the disaster recovery plan
* Lessons learned

**\_\_\_\_\_\_\_\_\_\_**

## **Communications Form**

* It is very important during disaster recovery and business recovery activities that all affected persons and organizations are kept properly informed.
* The information given to all parties must be accurate and timely.
* In particular, any estimate of the timing to return to normal working operations should be announced with care.
* It is also very important that only authorized personnel deal with media queries.

|  |  |
| --- | --- |
| Groups of Persons or Organizations Affected by Disruption | Persons Selected To Coordinate Communicationsto Affected Persons / Organizations |
| Name | Position | Contact Details |
| Customers |  |  |  |
| Management & Staff |  |  |  |
| Suppliers |  |  |  |
| Media |  |  |  |
| Stakeholders |  |  |  |
| Others |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_**

## **Returning Recovered Business Operations to Business Unit Leadership**

* Once normal business operations have been restored it will be necessary to return the responsibility for specific operations to the appropriate business unit leader.
* This process should be formalized in order to ensure that all parties understand the change in overall responsibility, and the transition to business-as-usual.
* It is likely that during the recovery process, overall responsibility may have been assigned to the business recovery process lead.
* It is assumed that business unit management will be fully involved throughout the recovery, but in order for the recovery process to be fully effective, overall responsibility during the recovery period should probably be with a business recovery process team.

**\_\_\_\_\_\_\_\_\_\_\_\_**

## **Business Process/Function Recovery Completion Form**

The following transition form should be completed and signed by the Business Recovery Team lead and the responsible business unit leader, for each process recovered.

A separate form should be used for each recovered business process.

|  |
| --- |
| **Name Of Business Process** |
| **Completion Date of Work Provided by Business Recovery Team** |  |
| **Date of Transition Back to Business Unit Management***(If different than completion date)* |  |
| I confirm that the work of the business recovery team has been completed in accordance with the disaster recovery plan for the above process, and that normal business operations have been effectively restored.Business Recovery Team Leader Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Any relevant comments by the BRT leader in connection with the return of this business process should be made here.)* |
| I confirm that above business process is now acceptable for normal working conditions. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |