

Disaster Recovery Plan Template

1. Document Control

Version:

Date:

Author:

Approval:

2. Plan Purpose & Scope

Purpose:

Scope:

3. Key Contacts

Name	Role	Contact Information

4. Critical Business Functions

Function	Owner/Team	Priority	Recovery Time Objective (RTO)

5. Risk Assessment Summary

Key Risks Identified:

Risk Impact & Likelihood:

Mitigation Measures:

6. Disaster Recovery Strategies

Strategy Overview:

Recovery Procedures:

Alternate Site Information:

7. Plan Activation and Response

Activation Criteria:

Immediate Actions:

Communication Plan:

8. Restoration and Return

Restoration Steps:

Return to Normal Operations:

9. Review and Testing

Testing Schedule/Notes:

Plan Maintenance:

10. Appendices

- Inventory of Resources
- Detailed Contact List
- Maps & Schematics
- Other References

