

Basic Disaster Recovery Plan Template for IT Infrastructure

1. Introduction

This Disaster Recovery (DR) Plan outlines the strategies, roles, and responsibilities for responding to a disaster that affects IT infrastructure.

2. Objectives

- Minimize downtime and data loss
- Restore critical IT services within acceptable timeframes
- Define roles and responsibilities for disaster recovery

3. Scope

- Servers
- Network Devices
- Storage Systems
- Critical Applications

4. DR Team & Contact List

Name	Role	Contact
[Name]	DR Coordinator	[Phone/Email]
[Name]	Infrastructure Lead	[Phone/Email]
[Name]	Application Lead	[Phone/Email]

5. Critical IT Asset Inventory

Asset	Description	Location	Backup Status
Server A	Primary Application Server	Data Center 1	Daily Backup
Database	Client Records	Cloud	Hourly Snapshot

6. Risk Assessment

- Power failure
- Network outage
- Data corruption
- Natural disasters

7. Backup & Recovery Strategies

- Schedule regular backups for servers and databases.
- Store backups in geographically separate locations.
- Test backup and restore procedures quarterly.

8. Disaster Response Procedures

1. Assess the situation and determine the scope of impact.
2. Notify the DR Team.
3. Activate DR Plan if needed.
4. Restore services and systems in order of priority.
5. Communicate status updates to stakeholders.

9. Restoration Priorities

1. Restore critical infrastructure (e.g., network, servers).
2. Restore mission-critical applications.
3. Restore non-critical services.

10. Testing & Maintenance

- Review and update the DR Plan annually.
- Conduct periodic DR drills.

11. Appendices

- Network diagrams
- Full inventory list
- Vendor contact information