

# IT Systems Disaster Recovery Plan Outline

## 1. Purpose and Scope

- Purpose of the plan
- Scope: systems, locations, and functions covered

## 2. Objectives

- Main objectives of the disaster recovery plan
- Key goals and outcomes

## 3. Roles and Responsibilities

- Disaster Recovery Team members
- Roles and responsibilities
- Contact information

## 4. Disaster Recovery Procedures

1. Incident identification and assessment
2. Notification and escalation protocol
3. Recovery strategies
4. Backup restoration steps
5. System and data recovery steps

## 5. Communication Plan

- Internal and external communication procedures
- Stakeholder notifications

## 6. Critical Systems and Priorities

- List of critical IT systems
- Recovery time objectives (RTO) and recovery point objectives (RPO)

## 7. Backup and Restoration

- Backup locations and processes
- Restoration procedures
- Test and verification steps

## 8. Alternative Work Locations

- Description of alternate sites
- Procedures for relocation

## 9. Plan Testing and Maintenance

- Testing methodologies
- Frequency of plan review and updates
- Continuous improvement process

## 10. Appendices

- Contact lists
- System inventory
- Sample forms and templates