

IT Systems Emergency Recovery Plan Framework

1. Purpose

This plan outlines the procedures and resources required to respond to an emergency affecting critical IT systems, ensuring rapid recovery and continuity of essential business operations.

2. Scope

This plan applies to all critical IT infrastructure, applications, and data across the organization.

3. Roles & Responsibilities

Role	Responsibilities
IT Recovery Lead	Overall coordination of recovery activities, communication with management.
System Administrators	Technical recovery of servers, systems, and applications.
Network Team	Restoration of network connectivity and infrastructure.
Communications Coordinator	Stakeholder notification and status updates.

4. Critical Systems & Recovery Priorities

- Email & Communication Platforms
- Core Business Applications
- Database Servers
- File Storage & Backup Systems
- Network Services (DNS, DHCP, etc.)

5. Emergency Contact List

Name	Role	Contact Information
John Smith	IT Recovery Lead	jsmith@example.com 555-1234
Jane Doe	System Administrator	jdoe@example.com 555-2345

6. Recovery Procedures

- Assess the situation and trigger the emergency recovery plan.
- Notify and assemble the recovery team.
- Prioritize system restoration per criticality list.
- Restore data from backups as needed.
- Test systems for operational readiness.
- Communicate status to stakeholders.
- Document the incident and recovery actions.

7. Backup & Restoration

- Daily automatic backups of critical systems and databases.
- Weekly offsite backup storage.
- Quarterly restoration test drills.

8. Post-Recovery Actions

- Conduct a post-incident review.
- Identify lessons learned and update procedures.
- Report to management and stakeholders.

9. Plan Maintenance

- Annual review and update of the recovery plan.
- Immediate update upon significant changes to IT infrastructure.
- Team training and awareness sessions.