

# Simple IT Disaster Recovery Planning Form

## 1. Organization & Contact Information

Organization Name

Contact Person

Contact Phone

Contact Email

## 2. Critical Systems/Applications

System/Application	Owner	Backup Location	Recovery Time Objective

## 3. Key Vendors / Contacts

Vendor/Partner	Service Provided	Contact Name	Contact Info

## 4. Disaster Scenarios & Steps

Describe Possible Disaster Scenarios (fire, flood, cyberattack, etc.)

Disaster Recovery Steps (describe actions in event of disaster)

## 5. Backup & Restoration Procedures

Briefly describe current backup schedule and methods

Briefly describe steps for data restoration

## 6. Plan Review & Test

Date of Last Plan Review

Date of Last Test/Drill

Review Notes/Improvements