

Disaster Readiness Plan Outline

1. Introduction

2. Objective of the Plan

3. Scope

4. Roles and Responsibilities

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- _____
- _____

5. Communication Plan

6. Risk Assessment

- _____
- _____

7. Preparedness Measures

- _____
- _____
- _____

8. Response Procedures

- _____

- _____
- _____

9. Recovery Procedures

10. Training and Drills

11. Maintenance and Review of the Plan