

Incident Response and Recovery Plan Template

1. Document Control

Version	Date	Author	Revision Notes

2. Purpose

3. Scope

4. Incident Response Team

Name	Role	Contact Information

5. Incident Response Procedures

5.1 Identification and Reporting

5.2 Assessment and Categorization

5.3 Containment, Eradication, and Recovery

5.4 Post-Incident Review

6. Communication Plan

7. Recovery Plan

7.1 System/Data Restoration Steps

7.2 Recovery Validation

7.3 Return to Normal Operations

8. Training and Awareness

9. Testing and Review

10. Appendices

- Glossary
- Contact List
- Supporting Documents