**Company Name:**

**Risk Scenario:**

**Web address:**

**VERSION:**

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# Purpose, Scope, and Objectives

**Purpose**

Define the purpose of your disaster recovery plan.

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**Scope**

Outline the scope of the plan.

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**Goals and Objectives**

List the goals and objectives of the plan.

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# Roles and Responsibilities

Identify who is responsible for overseeing the execution of the plan and list all persons who will be involved, along with their contact details, roles, and responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| Person Responsible | Contact Details | Role | Responsibilities |
| Person A | [Email]  [Phone]  [Mobile] | Recovery Process Lead | Oversee and manage the execution of the disaster recovery plan |
| Person B | [Email]  [Phone]  [Mobile] | Contact Person for Department 1 | * - Collect required info * - Initiate plan in department 1 * - Complete procedures as per action plan * - Report to the Recovery Process Lead |
| Person C | [Email]  [Phone]  [Mobile] | Communication Lead | * - Establish communication plan team * - Create communication plan * - Manage implementation * - Report to Recovery Process Lead |
|  |  |  |  |
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# Assets and Resources

Take stock of all assets and resources required for the business to operate. Identify which items are critical.

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# Insurance Policies

List all relevant information regarding your insurance policies to provide a clear overview of the policies you have, contact persons, and the claim process.

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# Essential Documents and Data Backup

List where and how your documents and data are backed up along with how they can be accessed.

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# Communication Plan

Create a communication plan. This should include a list of employees’ roles, a list with contact information of all stakeholders, a task list, and templates for different messages and channels.

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# Action Plan

Create an action plan with detailed steps for restoring business operations.

**Department / Person Responsible**

|  |  |
| --- | --- |
| Task / Procedure | Status |
|  |  |
|  |  |
|  |  |
|  |  |

**Department / Person Responsible**

|  |  |
| --- | --- |
| Task / Procedure | Status |
|  |  |
|  |  |
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|  |  |