

SIMPLE DISASTER RECOVERY PLAN FOR SMALL BUSINESSES TEMPLATE



DISASTER RECOVERY PLAN

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

TABLE OF CONTENTS

1. HIGH-LEVEL OUTLINE OF DISASTER RECOVERY PLAN	3
2. KEY PERSONNEL AND CONTACT INFORMATION	4
3. INFORMATION SERVICES BACKUP PROCEDURES	5
4. DISASTER RECOVERY PROCEDURES	5
5. RECOVERY PLAN FOR MOBILE SITE	6
6. RECOVERY PLAN FOR HOT SITE.....	6
7. RESTORATION PROCESS	7
8. RECOVERY PLAN PRACTICE AND EXERCISING.....	7
9. DISASTER SITE REBUILDING	8
10. PLAN CHANGES OR UPDATES	8

1. HIGH-LEVEL OUTLINE OF DISASTER RECOVERY PLAN

The major goals of the disaster recovery plan.

3. INFORMATION SERVICES BACKUP PROCEDURES

The procedures that should be carried out in case of disaster or major disruption in processes.

4. DISASTER RECOVERY PROCEDURES

The key components in the DRP that should be immediately addressed and acted upon in the event of emergency.

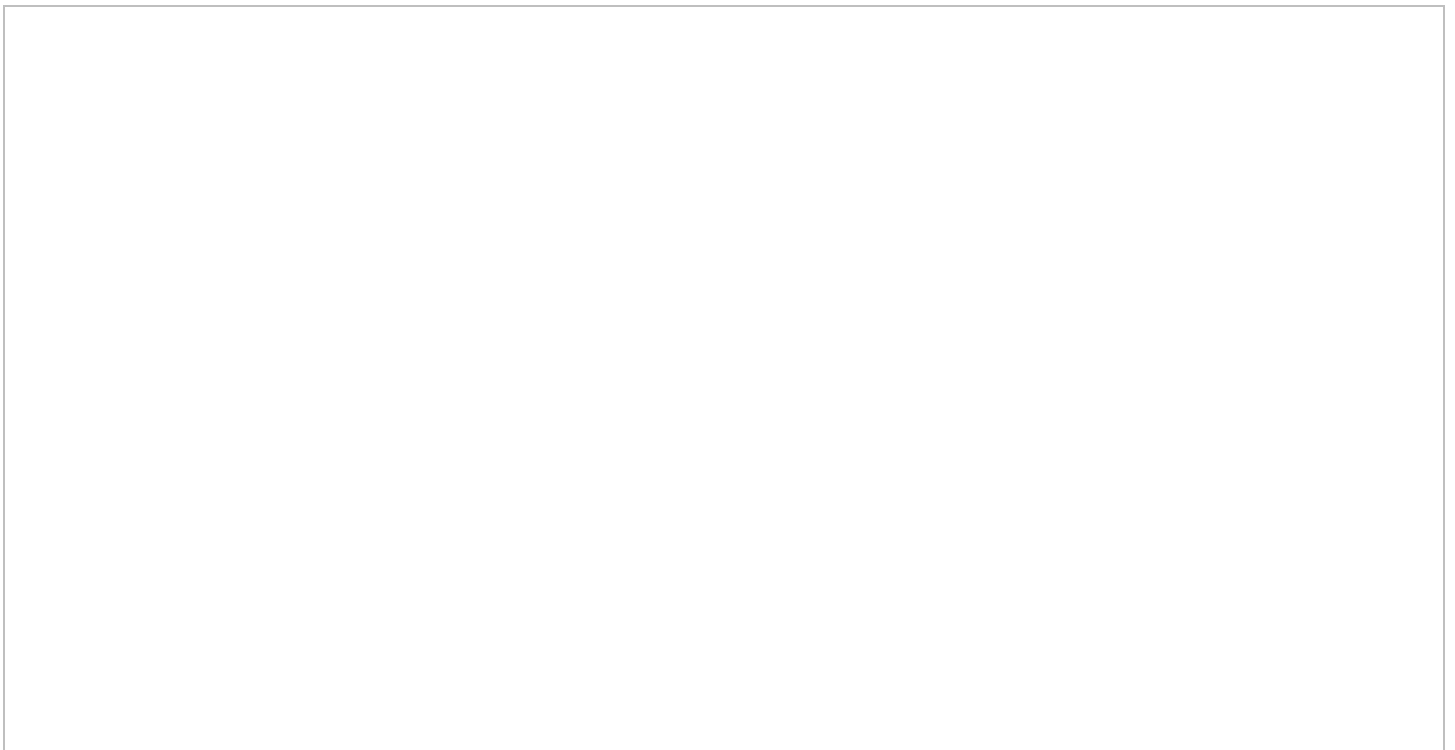
5. RECOVERY PLAN FOR MOBILE SITE

The relevant information needed to continue recovery plans at a mobile site.



6. RECOVERY PLAN FOR HOT SITE

The relevant information needed to continue recovery plans and normal business operations at an alternative, or backup site. This "hot site" is meant for temporary use while the main site is dealt with.



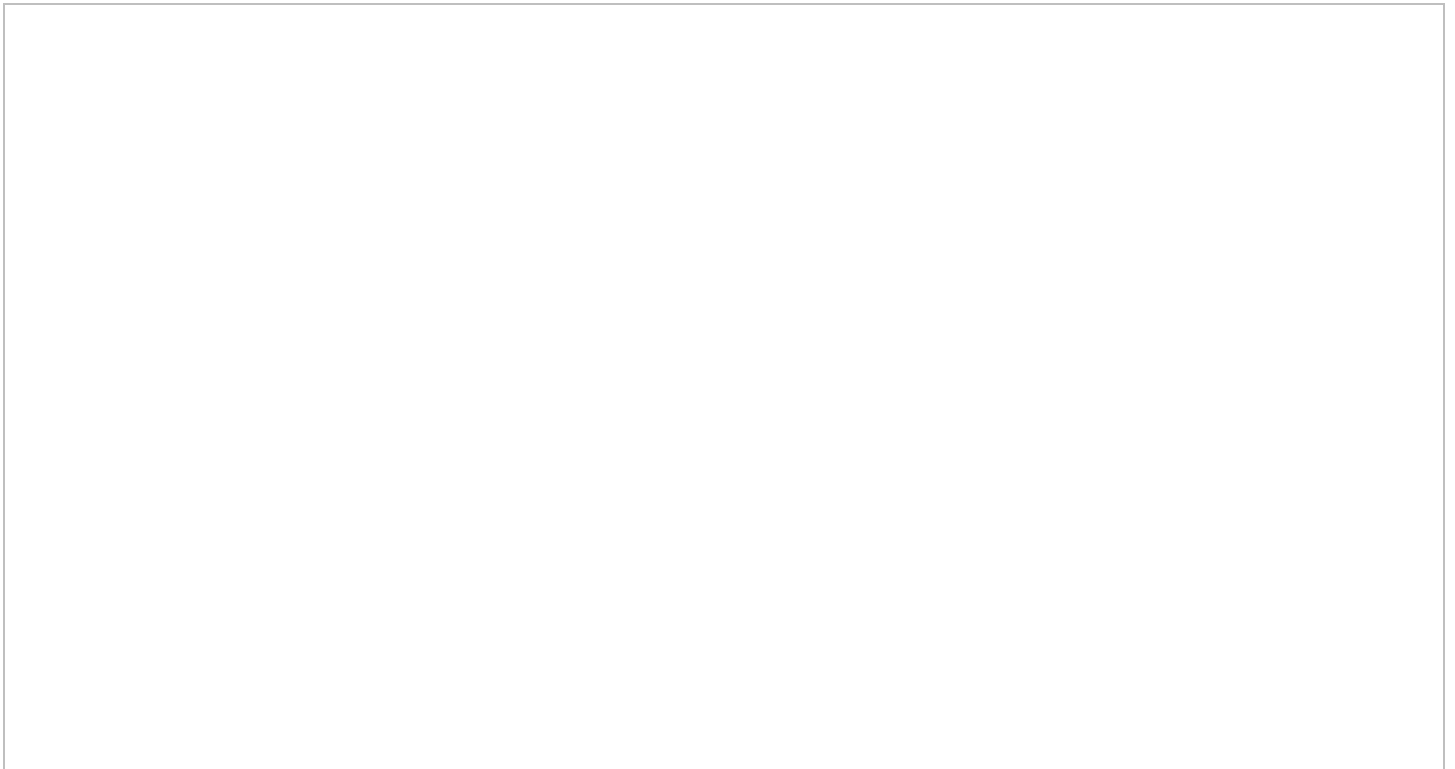
7. RESTORATION PROCESS

The steps and resources needed in order to restore the disrupted systems or business.



8. RECOVERY PLAN PRACTICE AND EXERCISING

The plan to carry out to practice and prepare for an emergency.



9. DISASTER SITE REBUILDING

The steps and resources needed in order to rebuild the disaster site.

10. PLAN CHANGES OR UPDATES

The details regarding any changes or updates made to the DRP, as well as version number and history.

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