# Disaster Recovery Plan

**Purpose:** This document provides detailed strategies, procedures, and responsibilities for restoring IT systems and infrastructure following a major disruption, ensuring minimal downtime and data loss.

## 1. Introduction

This Disaster Recovery Plan (DRP) is designed for {organizationName}, outlining critical steps to resume IT operations effectively after a disaster. It encompasses an assessment of risks, preventive measures, recovery procedures, and assigned responsibilities.

## 2. Scope

This DRP applies to all systems, applications, data, personnel, and physical infrastructure related to {organizationName}'s IT operations. It is intended for use in the event of natural disasters, cyber incidents, hardware failures, or other emergencies.

## 3. Objectives

The main objectives of this plan include:

{#objectives}

* {description}

{/objectives}

## 4. Key Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Email** |
| {#contacts}{name} | {role} | {phone} | {email}{/contacts} |

## 5. Critical Systems & Recovery Priorities

|  |  |  |  |
| --- | --- | --- | --- |
| **System** | **Description** | **Recovery Time Objective (RTO)** | **Recovery Point Objective (RPO)** |
| {#systems}{systemName} | {description} | {rto} | {rpo}{/systems} |

## 6. Risk Assessment & Mitigation

{#risks}

* **{riskName}:** {mitigationPlan}

{/risks}

## 7. Backup & Data Recovery

Details on backup types, frequency, tools used and recovery processes:

* **Backup Type:** {backupType}
* **Frequency:** {backupFrequency}
* **Storage Location:** {backupLocation}
* **Recovery Tool:** {recoveryTool}

## 8. Disaster Recovery Procedures

This section outlines step-by-step procedures following a disaster:

{#recoverySteps}

1. {stepDescription}

{/recoverySteps}

## 9. Communication Plan

Outlining procedures for internal and external communication:

**Primary Contact:** {communicationLead}

**Channels:** {communicationChannels}

**Stakeholders Notified:**

{#stakeholders}

* {stakeholderName}

{/stakeholders}

## 10. Testing & Maintenance

The disaster recovery plan should be reviewed and tested regularly.

* **Test Frequency:** {testFrequency}
* **Last Test Date:** {lastTestDate}
* **Responsible Party:** {testResponsible}

## 11. Appendices

Include documentation references, diagrams, or additional materials applicable to recovery efforts here:

{#appendices}

* **{title}:** {detail}

{/appendices}

Last Updated:{lastUpdated}