

DISASTER RECOVERY PLAN

COMPANY NAME

Street Address

City, State and Zip

00/00/0000

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DISASTER RECOVERY PLAN TEMPLATE

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

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1. HIGH-LEVEL OUTLINE OF DISASTER RECOVERY PLAN

These are the major goals of the disaster recovery plan.

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2. KEY PERSONNEL AND CONTACT INFORMATION

These are the key resources involved in the disaster recovery plan, including all key stakeholders and third-party resources.

NAME & TITLE	ROLE	PHONE	EMAIL
John Doe	Property Manager	544-567-5665	john@noemail.com
David Smith	Site Supervisor	544-576-4656	david@noemail.com
Julie Doe	Assets manager	544-566-8765	julie@noemail.com
Sam George	Building owner	544-544-5665	sam@noemail.com

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3. EMERGENCY PROCEDURES AND RESPONDERS

These are the procedures that should be carried out in case of disaster or major disruption in processes.

These are the key components in the ERP that should be immediately addressed and acted upon in the event of emergency.

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4. ADDITIONAL DOCUMENTATION

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

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5. PLAN CHANGES OR UPDATES

These are the details regarding any changes or updates made to the DRP, version number, and history.



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