PART I - BASIC PLAN

1.0 Introduction

1.1 Corporate/Organization Disaster Recovery Policy
1.2 Purpose
1.3 Situations and Assumptions
1.4 Plan Organization
1.5 Plan Activation
1.6 Restoration Timeframes
1.7 Restoration Strategies

2.0 Preparedness Measures

2.1 Plan Review and Updates
2.2 Planning Coordination
2.3 MIS Employee Preparedness Measures
2.4 Mitigation Measures
2.5 Training and Testing Requirements
2.6 Relocation Arrangements
2.8 Pre-Assignments
2.9 Priority Action Checklists

3.0 Disaster Recovery Team

3.1 Disaster Recovery Team Organization
3.2 Disaster Recovery Team Roles and Responsibilities
3.3 Lines of Succession
3.4 Coordination with other Teams/Departments

4.0 Recovery Operations

4.1 Recovery Phases
4.2 Activation / Deactivation Criteria
4.3 Recovery Activities
4.4 Relocation Criteria
4.5 Relocation Process
4.6 Contingency Plans
PART II – APPENDICES (specific, detailed procedures)

A. Mainframe/AS400/etc., Recovery Team (one or more as needed)
B. Server Recovery Team
C. Network Server Recovery Team
D. Communication Recovery Team
E. Workstation Recovery Team
F. Administrative Support Team

(Each appendix also contains a checklist for each member of the Disaster Recovery Team; includes preparedness responsibilities, and specific activation and deactivation tasks.)

PART III - ATTACHMENTS

1. Emergency Provisions/Successors
2. Disaster Recovery Team Assignments and Contact Information
3. Hotsite (or other alternate sites) Activation/Deactivation Procedures
4. Off-Site Resources
5. Communications Alternatives
6. Emergency Resources
7. Staff Notification
8. Emergency Telephone Procedure
9. Employee and Family Hotlines
10. Damage Assessment Procedure
11. Expenditure Tracking Procedure
12. Data Retrieval Procedure
13. Supplier/Vendor Contact List
14. Software Inventory
15. Hardware Inventory

This generic plan outline must be tailored to meet your organization’s disaster recovery approach and procedures.