APPLICATION DISASTER RECOVERY RESPONSE TEMPLATE



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VERSION HISTORY							
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR			

PREPARED BY	TITLE	DATE	
APPROVED BY	TITLE	DATE	

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1. IT STATEMENT OF INTENT The direction for the disaster recovery plan.			
2. POLICY STATEMENT			
The approved policy statement regarding how to ho	andle disasters in the	e IT department.	
3. OBJECTIVES The main goals of the IT disaster recovery plan.			

4. CONTACT INFORMATION

The key contact information of all involved parties, specifically key personnel in the IT department, external assets or networks, third party resources, and key stakeholders.

NAME & TITLE	ROLE	PHONE	EMAIL	MAILING

PLAN OV e fundamental o Os and RTOs, do	components of the lata and system bo	e plan, including d ackups, and risk ma	lisaster recovery st anagement assess	trategies and pro sments.	cedures, data res	storation time
	NCY RESPON				AM	

7. DISASTER RECOVERY TEAM

The members of the team, contact information, and a list of responsibilities for individual team members.

NAME & TITLE	PHONE	EMAIL	RESPONSIBILITIES

	3. EMERGENCY ALERT, ESCALATION, AND ACTIVATION The steps taken during an emergency, and the steps in alerting all resources and the public of an emergency.				
9	INSURANCE INFORMATION				
	e insurance coverage of the IT department and other relevant policy information.				

10. The st	O. FINANCIAL AND LEGAL INFORMATION the steps to take to deal with both financial and legal impacts of a disaster.						
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11. The p			and prepare fo			artment.	

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