

Disaster Recovery Plan

Table of Contents (sample)

Disaster Recovery Overview

-Overview of Process (initial event through failback)
-Organization chart (simple structure with roles & resp., contact methods)

- Document ownership & Maintenance Responsibilities
- Change history
-File locations

1.0 Assess & Report Incident

- Responsibilities
- Scenarios
- Triggers

- Key Scenarios-Declarations, Authorities, Application Priorities, Escalation Contacts, and linkage with Major Incident Management
- Specific Work Instructions by role (process flow chart, key decisions, steps, measures, outcomes, references)

2.0 Activate Recovery Site

- Responsibilities
- Work Instructions
- Validation

-Site & Team Preparatory Measures, Notifications & Site Contacts, etc.
-Specific Work Instructions by role (process flow chart, steps, measures, outcomes, references)

3.0 Failover

- Responsibilities
- Work Instructions
- Validation

- Sequentially by Components & Clusters of Infrastructure, Applications
-Specific Work Instructions by role (security credentials, steps, measures, outcomes, references)

4.0 Recover, Operate

- Responsibilities
- Work Instructions
- Validation

-Activation of systems, check-out & recovery of any lost data, etc.
-Specific Work Instructions by role (process flow chart, key decisions, steps, measures, outcomes, references)

5.0 Prepare / Reconstruct Primary Site

- Responsibilities
- Work Instructions
- Validation

-Re-activation of primary infrastructure
-Specific Work Instructions by role (process flow chart, key decisions, steps, measures, outcomes, references)

6.0 Failback to Normal Operations

- Responsibilities
- Work Instructions
- Measures

-Complete restoration of processing at primary site, via reverse failover & re-activation of recovery site for DR purposes
-Specific Work Instructions by role (security credentials, steps,

Appendices

- A. Glossary
- B. Contact Master Lists
- C. Physical Sites Information
- D. Location of Additional References

-Terminology
-Secondary / Tertiary Contacts
-Schematics / Topologies / Floor Plans
-Supplemental Scripts
-Auxiliary "as built" documentation, etc.