DISASTER RECOVERY RUNBOOK

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

TABLE OF CONTENTS

1. DOCUMENT CONTROL

This includes document name, versions, creation and modification dates, and authors of each relevant document involved in the disaster recovery plan. Maintain document change history and version updates within this portion of the runbook.

DOCUMENT NAME	LOCATION	VERSION NO.	CREATION DATE	MODIFICATION DATE	AUTHOR

2. CONTACT INFORMATION

The key contact information of all involved parties, including key personnel, external assets or networks, third party resources, and key stakeholders.

NAME & TITLE	ROLE	PHONE	EMAIL	MAILING

3. DATA CENTER ACCESS CONTROL LIST

Include the name, role, and contact information regarding access to key documents, as well as access and sharing levels to maintain operations during a disaster.

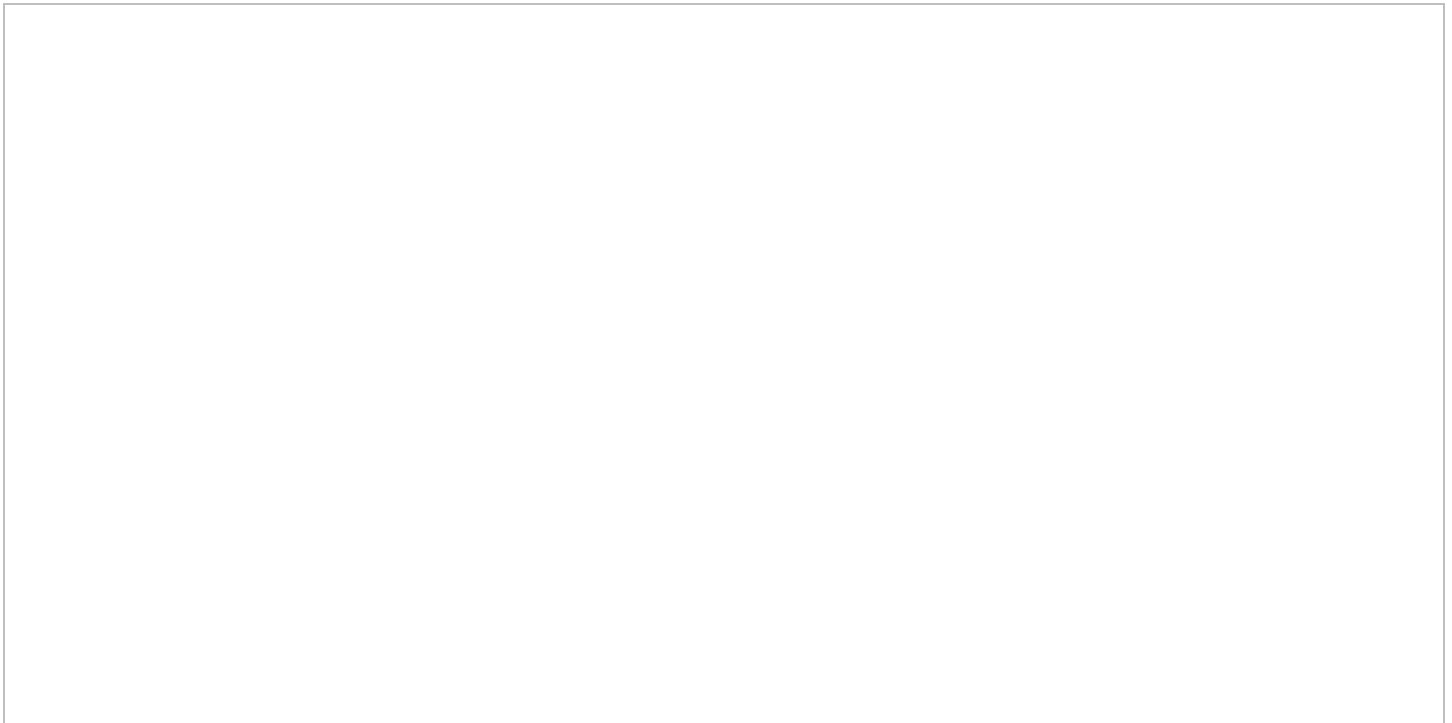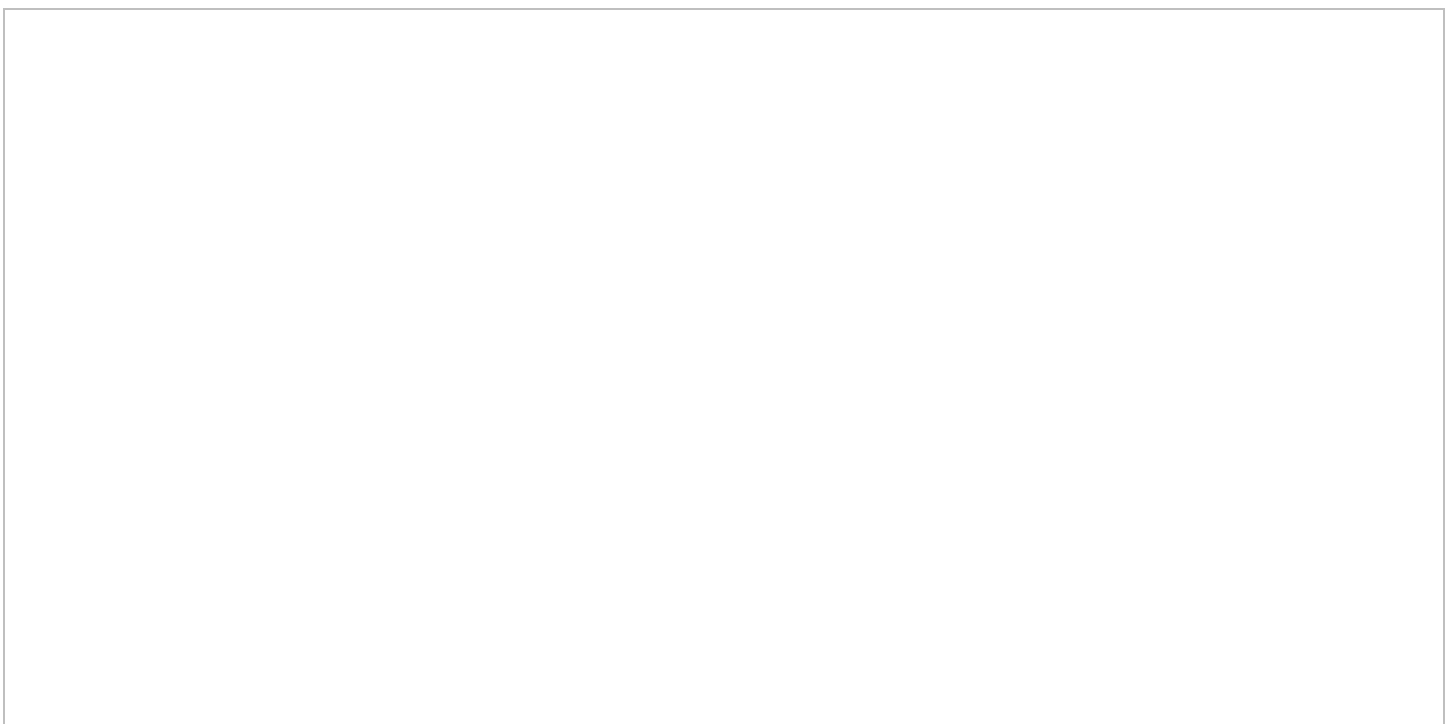| NAME	ROLE	PHONE	EMAIL	ACCESS LEVEL

4. COMMUNICATION STRATEGY

The information regarding how personnel and employees will maintain contact and communication throughout a disaster, including phones, alerts, media, and other communication methods.

5. DISASTER DECLARATION AND ALERT RESPONSE INFORMATION

Include the situation, action, and owner of each potential disaster to track when and how a disaster declaration will be communicated to all involved parties. Additionally, include a detailed procedure regarding how each person should respond to a disaster alert.

6. ESCALATION RATINGS AND PROCEDURE

Determine the severity of a disaster based on a rating system and react to the disaster accordingly. Ratings include:
- Fatal
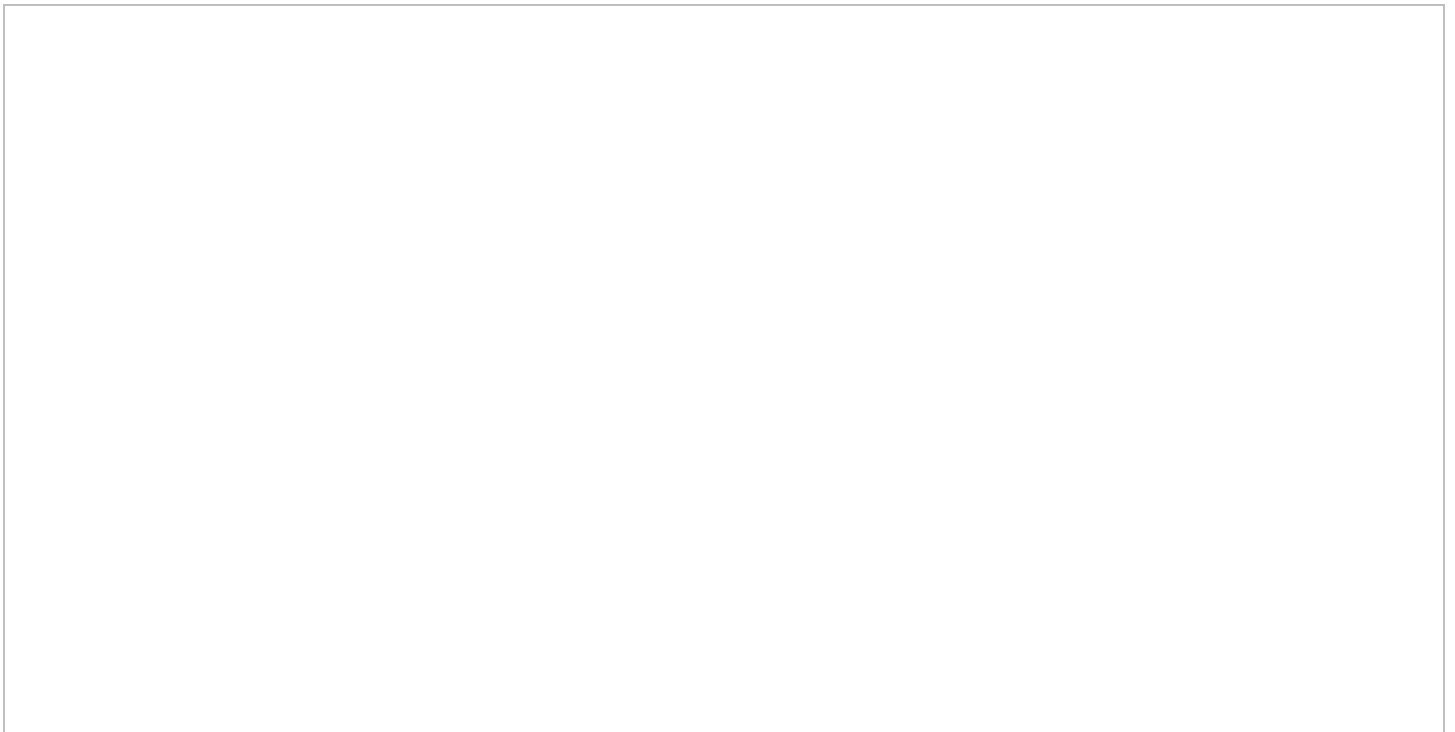- Critical
- Serious
- Minor
- Request

7. INFRASTRUCTURE OVERVIEW

Include a detailed explanation and diagram of all necessary facilities that are critical to normal operation procedures.

8. RESTORATION ORDER AND DETAILS

The details regarding how recovery personnel should deal with disasters, and in what order based on priority rankings. Include details about event type, duration of event, mitigation action, and event criticality.
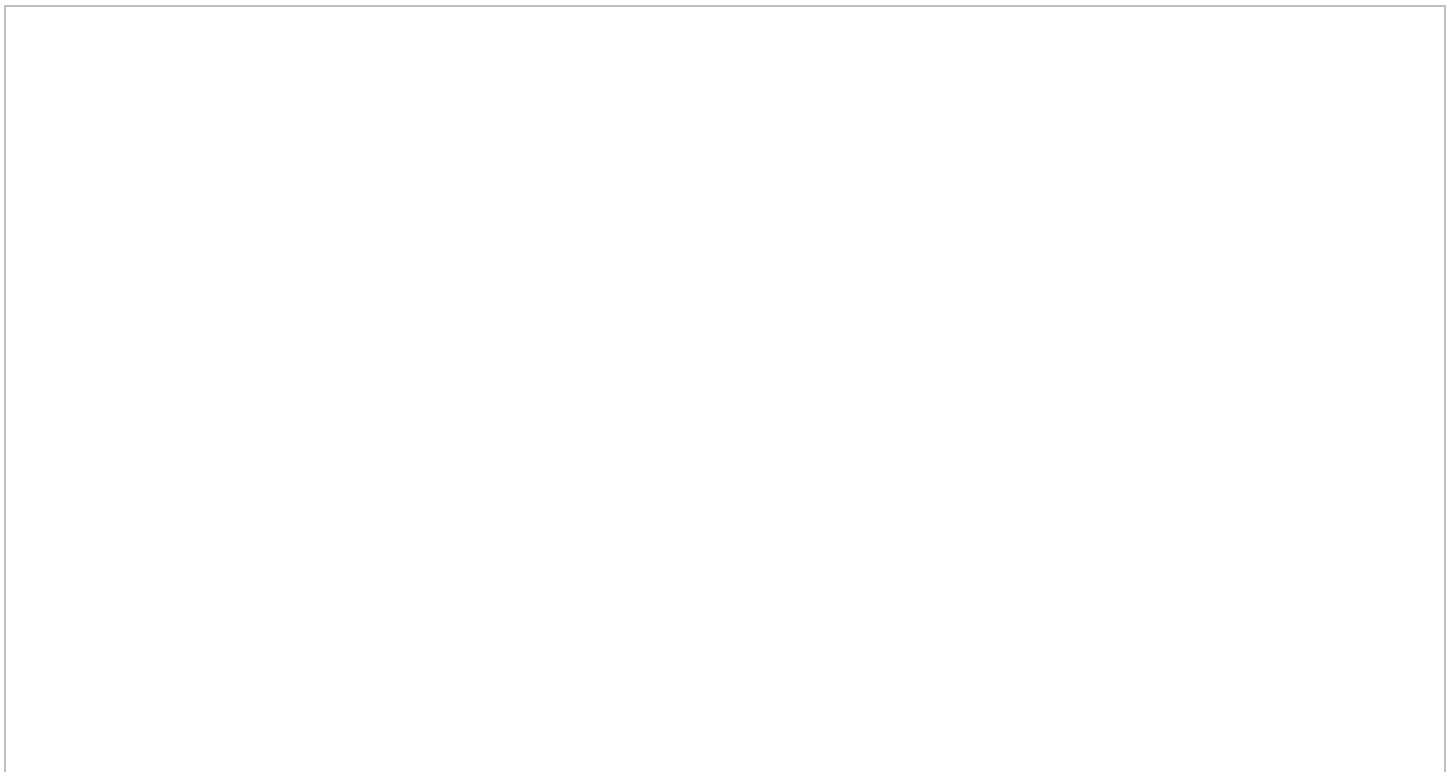
9. SYSTEM CONFIGURATION AND BACKUP CONFIGURATION

The outline of all systems and inventory involved in a normal operation, as well as backup procedures, should any of the original configurations be disrupted.

10.   DATA RESTORATION

The steps and resources needed in order to restore the disrupted systems or business.

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