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| --- |
| [Add your church/ parish name] |
| Disaster Recovery Plan |
|  |
| **Author** |
| **Last reviewed & tested - [Pick the date]** |

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*There's no such thing as a one-size-fits-all disaster recovery (DR) plan. Nonetheless, most successful DR strategies follow a similar framework.*

*The purpose of this template is to help you familiarise yourself with the building blocks of DR, and to start thinking about what it would take to resume normal operations in a catastrophe.*

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# Introduction

This document details the policies and procedures of [Add your church/ parish name] in the event of a disruption. These processes will ensure that those assets are recoverable to the right level and within the right timeframe to deliver a return to normal operations, with minimal impact.

## Plan objectives

* *(A list of the DR plan's objectives)*

## Plan scope

* *(A list of the services/locations/entities covered in the DR plan)*

## Targets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **Scenario** | **Fully operational** | **Emergency operational** | **Priority** |
| *Eg Email systems* | *Server failure* | *24 hours* | *4 hours* | *Medium* |
|  |  |  |  |  |

## Backup strategy

|  |  |  |
| --- | --- | --- |
| **Service** | **Backup location** | **Needs** |
| Office admin | Vicarage | Internet access |

## Testing schedule

* The DR plan will be tested in its entirety once every X months
* Recovery process for X will be tested once every X months

## Plan review

* The DR plan itself will be formally reviewed once every X months and in response to regular testing

## Revision history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Revision details** |
|  |  |  |

# Roles and responsibilities

The following individuals are to assume responsibility for restoring IT services when the DR plan is activated:

## Internal contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job role** | **Contact details** | **DR process owned** |
| *Eg John Smith* | *IT sys admin* | *(Phone numbers, email address, normal workplace)* | *Backup and data recovery* |
|  |  |  |  |

## External contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation** | **Contact details** | **DR process owned** |
| Stuart Burrows | WPD | 01539 xxxxxxx | Electricity |
|  |  |  |  |

# You can add more for the relevant areas you need to allocate key people to.

# Incident response

The DR plan is to be activated when one or more of the following criteria are met:

* *Eg flooding, loss of power*

The person discovering the incident must notify the following DR key personnel, who collectively assume responsibility for deciding which - if any - aspects of the DR plan should be implemented, and for establishing communication with PCC, congregation, diocese, others.

* *First point of contact, eg John Smith*
* *Second point of contact, etc*

# DR procedures

Depending on the incident, and on the number and nature of the services affected, one or more of the following DR procedures may be activated by the DR team:

## DR plan for damage to servers

|  |  |
| --- | --- |
| **Scenario** | *Damage to parish office* |
| **Possible causes** | *Fire, flooding* |
| **IT services and data at risk** | *Email systems* |
| **Impact** | *Internal and external communications lost, electronic billing disrupted, loss of rotas, contact information, plans* |

|  |  |
| --- | --- |
| **Plan of action** | * *Identify issue, coordinate initial response (Jane Doe)*
* *Remove anything not affected (John Smith)*
* *Evaluate damage (John Smith)*
* *Contact other Key members (John Smith)*
* *Establish recovery targets and timeframes (John Smith, Stuart Burrows)*
* *Co-ordinate recovery*
 |

|  |  |
| --- | --- |
| **Key contacts** | * *John Smith (Vicar)*
* Stuart Burrows (PCC Chair)
* *Jane Doe (Parish Admin)*
 |

## DR plan for scenario Y

|  |  |
| --- | --- |
| **Scenario** |  |
| **Possible causes** |  |
| **at risk** |  |
| **Impact** |  |

|  |  |
| --- | --- |
| **Plan of action** |  |

|  |  |
| --- | --- |
| **Key contacts** |  |

# Appendices

*The appendices to your DR plan may include the following:*

## Alternate work locations

|  |  |  |  |
| --- | --- | --- | --- |
| **Site** | **Address** | **Contact details** | **Facilities available** |
|  |  |  |  |

## Notification procedures

* *(A list of processes for disclosing of an incident to PCC, Parish team, congregation and diocese, as well as policies for dealing with media enquiries if required – Diocesan Comms can assist here)*

## Insurance policies

* *(A list of insurance policies in place that may need to be claimed in the event of an incident)*

## Record of DR activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity** | **Outcome** | **Actions** |
| *Eg 2015-01-01* | *Scheduled test of DR plan for scenario X* | *RPO and RTO met* | *None* |
|  |  |  |  |

## Location of DR resources

|  |  |
| --- | --- |
| **Resource** | **Location** |
| *Eg Emergency contact details* | * *Intranet*
* *With members of DR team*
 |
|  |  |