

TEMPLATE · DISASTER RECOVERY PLANNING

A disaster recovery plan, written down and owned.

A plan nobody can find, or that names people who've left, won't help on the day. Use this template to write down what your recovery depends on, who owns each part, and how you'll prove it works.

WHAT THE PLAN COVERS

Everything a recovery depends on.

Start with the systems the business can't run without, then work outward.

- 01 **Recovery objectives.** RTO and RPO for each workload, backed by SLAs for backup frequency and retention.
- 02 **Copies and locations.** A primary copy and a secondary DR location, with immutable and air-gapped copies a cyberattack can't reach.
- 03 **Recovery plan for the backup platform.** How the data management infrastructure itself comes back first, because nothing else restores without it.
- 04 **Restore testing strategy.** How often restores are tested, which systems, and what a passing test looks like, for disaster and cyber scenarios.
- 05 **Clean recovery after an attack.** Recovery into an isolated cleanroom: isolate, check backups for threats, rebuild from a clean image, validate.
- 06 **Incident response plan.** Kept in step with the recovery plan, in support of NIST SP 800-61 and the Cybersecurity Framework.

1 · RECOVERY OBJECTIVES

How fast, and how much data you can lose.

WORKLOAD	OWNER	RTO	RPO	BACKUP FREQUENCY	RETENTION
<i>e.g. Student information system</i>	<i>Name, role</i>	<i>4 h</i>	<i>15 min</i>	<i>Every 15 min</i>	<i>7 years</i>

KELYN plans, tests and keeps disaster recovery plans current as a managed service, with a biannual KELYN Score review. Start with the free Cyber Readiness Scorecard at kelyntech.com/cyber-readiness-scorecard, or email sales@kelyntech.com.

2 · COPIES AND LOCATIONS

Where every copy lives.

COPY	LOCATION	STORAGE TYPE	IMMUTABLE OR AIR-GAPPED?
<i>Primary backup</i>	<i>Main data center</i>	<i>Disk</i>	<i>No</i>

3 · RECOVERY ORDER

What comes back first.

ORDER	SYSTEM	DEPENDS ON	WHO RESTORES IT
<i>1</i>	<i>Backup platform</i>	<i>Network, storage</i>	<i>KELYN / IT</i>

4 · TESTING

How you'll prove the plan works.

TEST	SYSTEMS	HOW OFTEN	LAST RUN	RESULT
<i>Restore test</i>	<i>File servers</i>	<i>Quarterly</i>		

5 · CONTACTS

Who to call, written down.

ROLE	NAME	PHONE	BACKUP CONTACT
<i>Recovery lead</i>			