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A landmark study found that only 54% of organizations have a company-wide disaster recovery plan in place. This percentage is even lower for healthcare organizations (37%) and government IT departments (36%) despite the proliferation of ransomware and other cyber threats. Not having a documented disaster recovery plan can seriously hamper an organization's ability to recover lost data and restore its critical systems. This can result in significantly higher financial losses and reputational damage.To help ensure your organization can recover from disaster as swiftly and easily as possible, learn what exactly a disaster recovery plan is and how to write one. Plus, find some examples and a template to help get you started. A disaster recovery plan (DRP) is a contingency planning document that outlines the procedures an organization will follow to recover and restore its critical systems, operations, and data after a disaster. Cyber attacks, natural disasters, and human errors are all examples of disasters that may disrupt the continuity of product or service delivery over a period of hours or days. We'll discuss these more in depth below.A disaster recovery plan (DRP) is invoked when an event severely impacts an organization's ability to function for an extended period of time. Common examples of disasters are:Cyber attacks: Distributed denial-of-service (DDoS), ransomware, social engineering, and other types of cyber attacks can compromise sensitive data, disrupt services, and result in system downtime. In response, organizations may need to isolate affected systems, restore backups, and reinforce security measures.Natural disasters: Earthquakes, floods, hurricanes, or fires can physically damage data centers, offices, and communication networks, preventing normal business operations. Recovery may involve relocating to alternative sites, restoring backups, and ensuring employee safety.Power outages: Extended power failures can disrupt servers, networking equipment, and cloud services, leading to downtime and potential data corruption. To recover from an outage, an organization may need to deploy backup generators, use uninterruptible power supplies (UPS), and ensure failover data centers are available.Hardware and system failures: Critical server crashes, storage failures, or database corruption can interrupt applications and prevent users from accessing critical services. Recovery typically involves hardware replacement, system restoration from backups, or redundancy measures to prevent recurrence.Human errors: Accidental data deletion, misconfigurations, or insider threats can lead to operational failures and security breaches. In response, an organization may need to restore data from backups, implement stricter access controls, and provide employee training to prevent future incidents.When an event occurs, a disaster recovery team typically assesses the severity of the event to determine whether the recovery plan should be activated. If it is a disaster event, then the team follows the predefined steps in the DRP to restore operations.The ultimate goal of disaster recovery planning is to minimize the impact of a disaster, and ensure business continuity. Having a disaster recovery plan in place that is well-designed and regularly maintained can help organizations:Minimize downtime: Reduce the time systems and services remain non-operational by implementing rapid recovery processes.Reduce financial losses: Prevent revenue loss by ensuring business-critical operations can resume as quickly as possible.Protect critical applications against data loss: Implementing backup solutions and failover mechanisms ensures that essential data is not lost or compromised during a disaster.Resume operations quickly: Establish clear recovery time objectives (RTOs) and procedures to bring systems back online with minimal disruption.Maintain service level agreements (SLAs): Meet contractual obligations and prevent penalties by ensuring service restoration within agreed timeframes.Provide peace of mind for employees: Equip employees with a structured response plan, reducing stress and uncertainty in the event of a disaster.Protect reputation: Minimize damage to brand image and customer trust by ensuring rapid and effective disaster response.Meet compliance requirements: Many security and privacy frameworks, including but not limited to SOC 2, ISO 27001, HIPAA, PCI DSS, and GDPR, mandate that organizations have disaster recovery processes in place and formalized in a DRP. A disaster recovery plan and business continuity plan both take a proactive approach to minimize the impact of a disaster before it occurs and may even be combined into a single document as a result. However, the key difference is that a disaster recovery plan focuses on limiting abnormal or inefficient system function by restoring it as quickly as possible after a disaster, whereas a business continuity plan focuses on limiting operational downtime by maintaining operations during a disaster. In other words, a disaster recovery strategy helps to ensure an organization returns to full functionality after a disaster occurs. A business continuity plan helps an organization keep operating at some capacity during a disaster. That's why organizations need to have both documents in place, or need to incorporate disaster recovery strategies as part of their overall business continuity plan. Here's a template that includes both. Just as no two businesses are the same, no two disaster recovery plans are. However, they do typically include some common measures. These are detailed below.Data backup and recoveryA section of a DRP should be dedicated to data backup and recovery. This should list backup methods, frequency of backups, the storage locations, and the procedures for data protection and restoration.Redundant systems and infrastructureAnother section may explain how the organization implements redundant systems and IT infrastructure to ensure high availability and minimize downtime if a disaster occurs. This may involve duplicating critical servers, network equipment, power supplies, and storage devices using clustering, load balancing, failover mechanisms, virtualization technologies, or other measures. Alternate worksiteA DRP may identify disaster recovery sites or recovery locations where the organization can operate if the primary site becomes inaccessible. This section should also define procedures and infrastructure needed to quickly transition operations to the identified alternate sites.Communication and notificationAnother part of DRP may define communication protocols and notification procedures to ensure communication during and after a disaster. Protocols and procedures typically include:Notifying management teams, employees, customers, vendors, and stakeholders about the disasterProviding updates on recovery progressMaintaining contact information for key personnel and emergency servicesRecovery objectivesA DRP may set acceptable time frames for recovering systems and data in terms of recovery time objectives (RTO) and recovery point objectives (RPO). These objectives should be based on the criticality of systems and shape recovery strategies accordingly. RTO: The maximum amount of downtime allowedRPO: The maximum data loss accepted (measured in time)Writing and maintaining a disaster recovery plan requires collaboration and coordination among key stakeholders across an organization and can seem intimidating. Below we'll outline the process step by step to help you get started. 1. Define the plan's objectives and scopeTo start, define the objectives and scope of your disaster recovery plan.Objectives may include:safeguarding employees' lives and company assetsmaking a financial and operational assessmentsecuring dataquickly recovering connectivity and operationsNext, identify what and who the plan applies. Typically, assets utilized by employees and contractors acting on behalf of the company or accessing its applications, infrastructure, systems, or data fall within the scope of the disaster recovery plan. In this case, employees and contractors are required to review and accept the plan. 2. Perform a risk assessmentIdentify potential risks and vulnerabilities that could lead to a disaster, both internal and external to the organization. This should involve evaluating your reliance on external vendors, cloud service providers, and suppliers for critical services or resources and assessing their own disaster recovery solutions to ensure they align with your organization's requirements.3. Perform a business impact analysisNext, determine the business functions, business processes, information systems, and sensitive data that are essential for your organization's normal business operations. For each critical component, establish recovery time objectives and recovery point objectives. Here's a template you can use.4. Define recovery measures and proceduresDefine the appropriate measures and step-by-step procedures for disaster recovery based on the risks and business impact you identified. This includes identifying the individuals or disaster recovery team members responsible for recovery tasks, the resources required, and the order of recovery tasks.As stated above, these recovery tasks may fall into the following categories:Data backup and recoveryRedundant systems and infrastructureAlternative worksitesCommunication and notificationYou may also want to outline specific disaster recovery procedures. These are the actions that should be taken during and immediately after a disaster strikes, and may include evacuation plans and communication protocols responsible for the alternate data center and take necessary steps to ready the facility.Retrieve most recent on-site or off-site back-up media for previous three back-ups. Prepare back-up media for transfer to primary or secondary datacenter, as determined during the initial assessment.2. AWS disaster recovery planAWS walks through disaster recovery options in the cloud in this whitepaper. It explains four primary approaches to cloud disaster recovery:Backup and restore: Backup the data, infrastructure, configuration, and application code of your primary Region and redeploy them in the recovery Region. This is the least costly and complex approach. Pilot light: Replicate your data from one Region to another and provision a copy of your core workload infrastructure so that you can quickly provision a full scale production environment by switching on and scaling out your application servers if a disaster occurs. This simplifies recovery at the time of a disaster and also minimizes the ongoing cost of disaster recovery by "switching off" some resources until they're needed.Warm standby: Create and maintain a scaled down, but fully functional, copy of your production environment in another Region. This decreases the time to recovery compared to the pilot light approach, but is more costly because it requires more active resources. Multi-site active/active: Run your workload simultaneously in multiple Regions so users are able to access your workload in any of the Regions in which it is deployed, which reduces your recovery time to near zero for most disasters. This is the most costly and complex approach. 3. Data center disaster recovery planThe University of Iowa also has a comprehensive disaster recovery plan, which help ensure your organization has the policies, controls, and expertise in place to protect entire systems proactively from business disaster and to recover if they do occur. Request a demo to learn how. What are the 5 steps of disaster recovery planning?The five steps of disaster recovery planning are prevention, mitigation, preparedness, emergency response, and recovery. That means when planning, you should identify measures and actions to avoid or prevent a disaster from occurringreduce the chances of a disaster occurring or the impact of itenhance your ability to respond in the event of a disaster be carried out immediately before, during, and after disruptive eventsrestore your normal operations as quickly as possibleWhat are the 4 C's of disaster recovery?The 4 C's of disaster recovery are communication, coordination, collaboration, and cooperation. Below are brief definitions of each:Communication - developing and maintaining effective channels for sharing information before, during, and after disastersCoordination - aligning actions to other parts of an organization or other organization to prepare for and respond to disastersCooperation - working with internal or external parties that share the same goal (ie. responding to and recovering from disasters) and strategies for achieving it Collaboration - partnering with internal or external parties to identify challenges and responsibilities to recover from a disaster as quickly as possibleWhat are the three types of disaster recovery plans?A disaster recovery or DR plan can be tailored to different services, environments, and types of disasters. So types of disaster recovery plans include ones for IT services, data centers, and cloud environments.How do you create a good disaster recovery plan?Creating a good disaster recovery plan requires a few key steps such as:Performing a risk assessment and business impact analysisSetting objectives, including data retention objectives, recovery time objectives (RTO) and recovery point objectives (RPO) Creating an inventory of critical assetsDefining data backup procedures and recovery strategiesEstablishing alternate communication methodsAssigning specific roles and responsibilities What are the key elements of a disaster recovery plan?Key elements of a disaster recovery plan are:Objectives and goalsRecovery measures and proceduresTesting processesA communication planDefined disaster recovery stagesWhy is a disaster recovery plan important?A disaster recovery plan is important for minimizing financial losses, and protecting critical data and infrastructure after a disaster. Without a structured recovery plan, organizations risk prolonged outages, reputational damage, compliance violations, and other consequences.How often should a disaster recovery plan be tested?A disaster recovery plan should be tested at least annually. However, organizations in high-risk industries or those with frequent system changes should conduct quarterly or biannual tests. Testing ensures the plan remains effective, identifies gaps, and keeps employees prepared for real incidents.Why are detection measures included in a disaster recovery plan?While detection measures don't have to be included in a disaster recovery plan, it can help mitigate the impact of the disaster event and simplify the recovery process. Examples of detection measures include:Monitoring systems for anomalies: Utilizing security information and event management (SIEM) tools to detect unauthorized access, unusual system activity, or hardware failures.Implementing automated alerts: Setting up alerts for suspicious behavior, performance degradation, and infrastructure failures to enable immediate response.Conducting regular vulnerability assessments: Identifying weaknesses in IT systems that could be exploited and lead to data loss or operational downtime.Maintaining log analysis and forensic tools: Ensuring that logs from various systems are analyzed for early indicators of potential disruptions. A virtualized disaster recovery plan leverages virtualization technologies to create a more flexible and efficient recovery process. By abstracting physical hardware through virtual machines (VMs), organizations can easily replicate and recover entire systems. In the event of a disaster, these VMs can be quickly restored on different physical servers, reducing downtime significantly. Network disaster recovery plan A network disaster recovery plan focuses on maintaining and restoring network operations after a disruption. This involves strategies for recovering data communication links, network equipment, and essential network services. Key components include redundancy in network pathways, regular backups of network configurations, and the use of failover mechanisms to switch traffic to alternate routes seamlessly. Cloud disaster recovery plan Cloud disaster recovery plans utilize cloud services to back up and restore data and applications. This approach benefits from the cloud's inherent flexibility, scalability, and accessibility. Data is replicated to cloud storage, and cloud-based recovery environments can be activated quickly in response to an incident. Cloud DR plans are cost-effective, as they reduce the need for maintaining physical infrastructure dedicated solely to disaster recovery. Data center disaster recovery plan A data center disaster recovery plan is designed to restore the operations of a physical data center after a disaster. This involves strategies for recovering hardware, software, data, and network connectivity within the data center. Key elements include establishing an alternate data center location, ensuring data redundancy across sites, and having a clear sequence of steps for rebuilding the IT environment. DRaaS Disaster Recovery as a Service (DRaaS) offers a managed approach to disaster recovery, where a third-party provider handles the recovery process on behalf of the organization. DRaaS solutions typically include continuous data replication, automated failover, and comprehensive recovery planning. This service model is particularly attractive to organizations with limited internal resources. What is an IT disaster recovery plan? It's a roadmap for maintaining business continuity during emergencies, encompassing action steps and resources to recover quickly. Why is it essential? It safeguards against unpredictable events like cyber attacks and natural disasters, ensuring minimal disruption and improved customer relations. What should be included? Key elements are emergency contacts, communication plans, recovery instructions, and regular update workflows. How can Wrike assist? Wrike helps manage and implement recovery plans by tracking employee availability, mitigating risks, and organizing communication for quick responses. What are common IT disasters? These include natural disasters, hardware failures, cyber attacks, and lack of testing for backup plans. Data management is just as much about security as it is about organization. There are plenty of worst-case scenarios in the world of data today, but an IT disaster recovery plan is the solution for them all. Whether you're concerned about stolen information, corrupt files, or damaged servers, having action steps in place ahead of time will help your team act fast and recover quickly. Empower the entire department to prevent and mitigate disruption from emergencies with the following IT disaster recovery plan tips, template, and tools. What is an IT disaster recovery plan? An IT disaster recovery plan is a roadmap teams can use to keep things secure and running in the event of an emergency. It primarily focuses on preventing and mitigating data loss, ensuring business continuity, and restoring operations as quickly as possible. The plan outlines the steps to be taken in the event of a disaster, from detection to recovery. It includes roles and responsibilities, communication channels, and testing procedures. The plan should be updated regularly to reflect changes in technology, personnel, and business needs. Why is an IT disaster recovery plan important? An IT disaster recovery plan is crucial for organizations to ensure business continuity in the event of a disaster. It provides a clear roadmap for recovery, minimizing downtime and data loss. It also helps organizations to identify potential risks and vulnerabilities, allowing them to take proactive measures to prevent disasters. The plan is a critical component of an organization's overall risk management strategy. How to create an IT disaster recovery plan? Creating an IT disaster recovery plan involves several steps: 1. Identify critical assets and data. 2. Assess potential risks and vulnerabilities. 3. Develop recovery strategies and procedures. 4. Assign roles and responsibilities. 5. Test the plan regularly. 6. Review and update the plan as needed. 7. Communicate the plan to all relevant personnel. 8. Train employees on the plan. 9. Document the plan. 10. Review the plan periodically. 11. Update the plan as needed. 12. Communicate the plan to all relevant personnel. 13. 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