CRISIS MANAGEMENT PLAN

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

TABLE OF CONTENTS

1. HIGH-LEVEL OUTLINE OF CRISIS RECOVERY PLAN

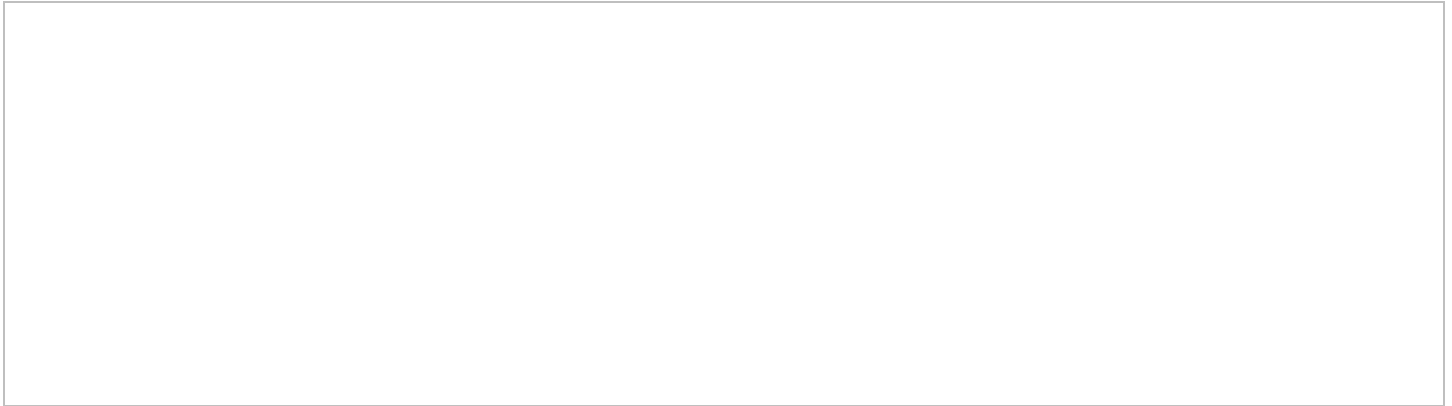These are the major goals of the crisis recovery plan.

2. KEY PERSONNEL AND CONTACT INFORMATION

These are the key resources involved in the crisis management plan, including all key stakeholders and third-party resources.

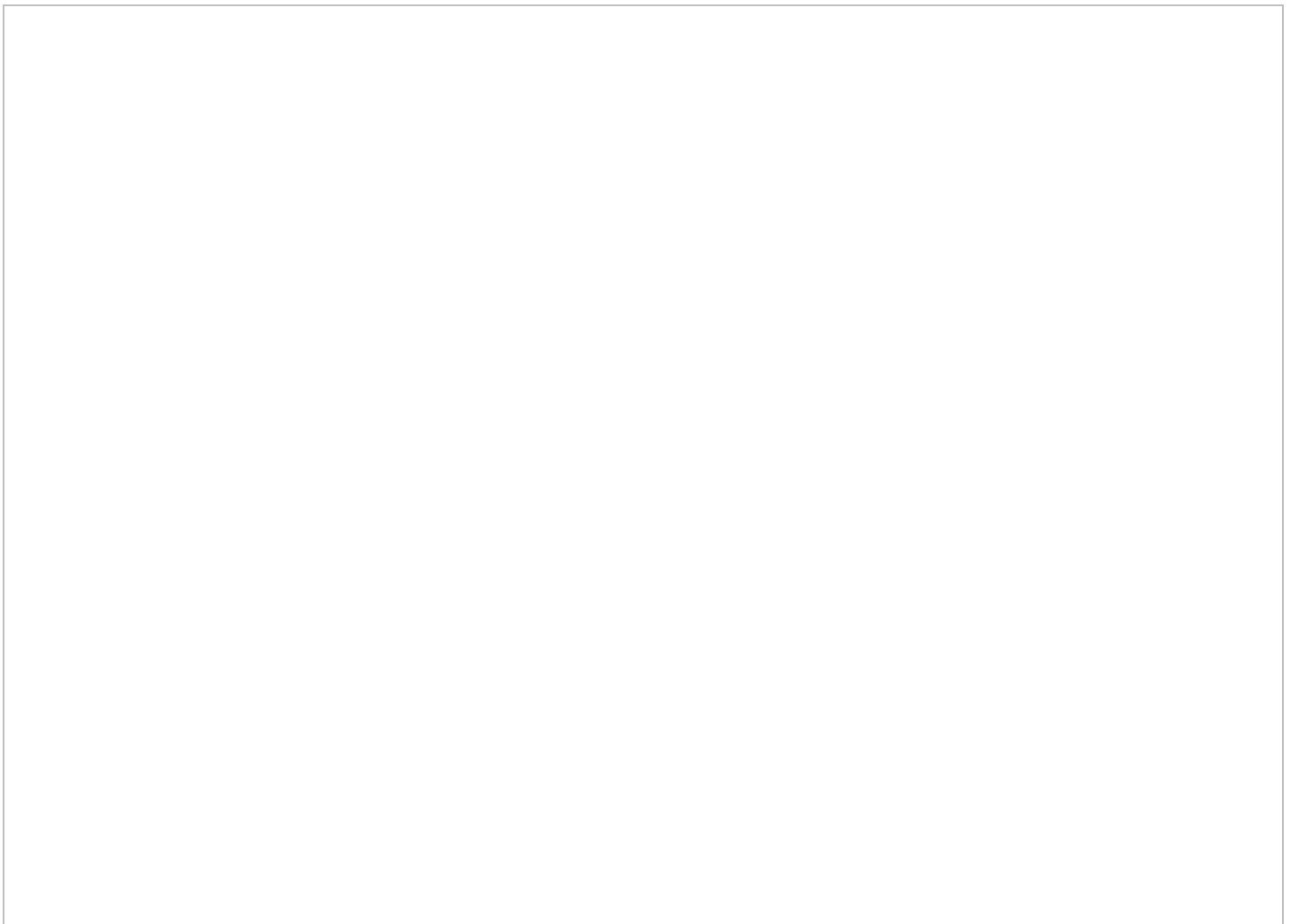| NAME & TITLE	ROLE	PHONE	EMAIL	MAILING

3. INFORMATION SERVICES BACKUP PROCEDURES

These are the procedures that should be carried out in case of crisis or major disruption in processes.

4. CRISIS RECOVERY PROCEDURES

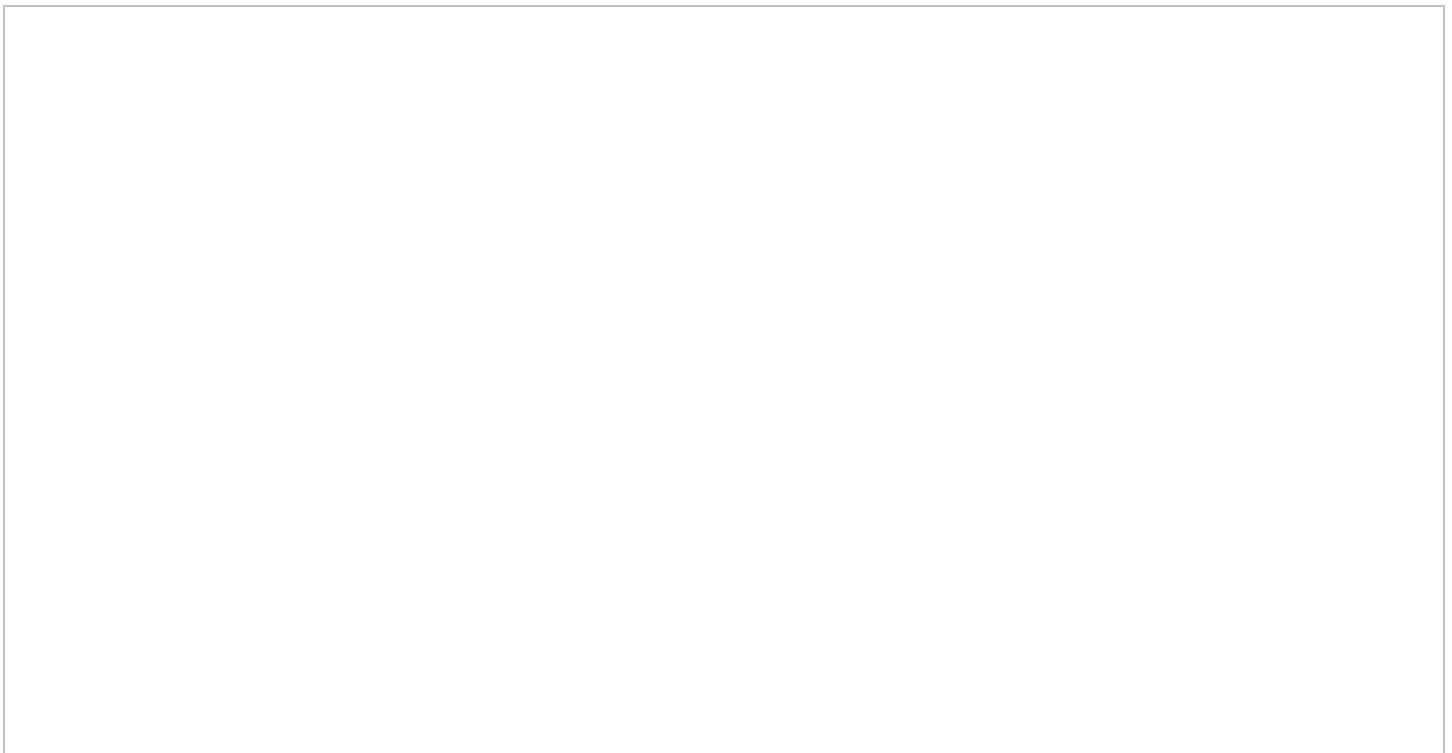These are the key components in the crisis management plan that should be immediately addressed and acted upon in the event of emergency.

5. RECOVERY PLAN FOR MOBILE SITE

This is the relevant information needed to continue recovery plans at a mobile site.

6. RECOVERY PLAN FOR HOT SITE

This is the relevant information needed to continue recovery plans and normal business operations at an alternative or backup site. This "hot site" is meant for temporary use while the main site is dealt with.
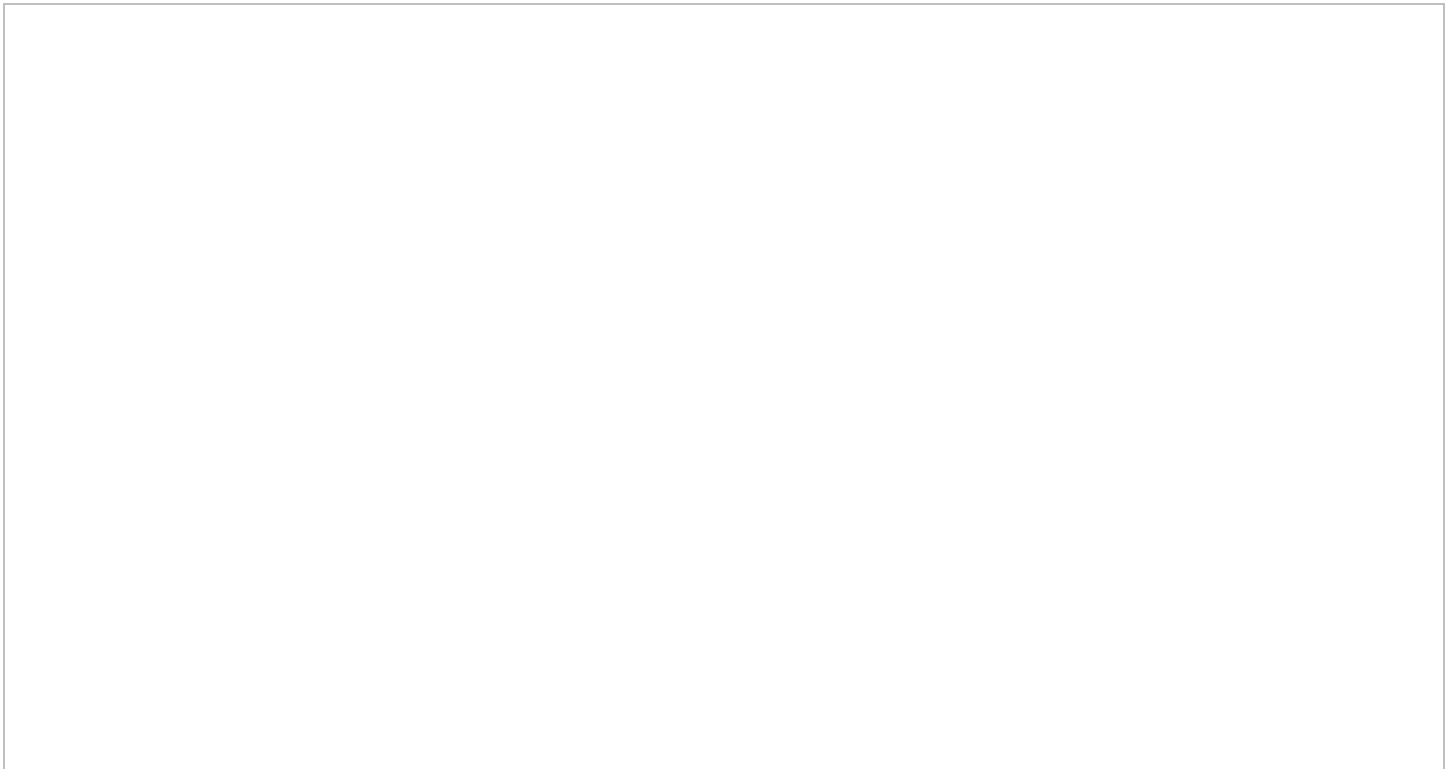
7. RESTORATION PROCESS

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

8. RECOVERY PLAN PRACTICE AND EXERCISING

This is the plan to be carried out in order to practice and prepare for an emergency.

9. CRISIS SITE REBUILDING

These are the steps and resources needed in order to rebuild the crisis site.

10. PLAN CHANGES OR UPDATES

These are the details regarding any changes or updates made to the crisis management plan, version number, and history.

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