**[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11735&utm_source=integrated-content&utm_campaign=/content/microsoft-word-action-plan-templates&utm_medium=Emergency+Action+Plan+doc+11735&lpa=Emergency+Action+Plan+doc+11735)EMERGENCY   
ACTION PLAN**

EMERGENCY   
ACTION PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# High-Level Outline of EMERGENCY ACTION Plan

These are the major goals of the crisis management action plan.

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# Key Personnel and Contact Information

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

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| --- | --- | --- | --- | --- |
| **NAME AND TITLE** | **ROLE** | **PHONE** | **EMAIL** | **MAILING** |
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# Information Services Back-up Procedures

These are the procedures that you should carry out in case of a crisis or major disruption in processes.

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# CRISIS Recovery Procedures

These are the key components in the CMAP that you should immediately address and act upon in the event of emergency.

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# Recovery Plan for Mobile Site

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

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# Recovery Plan for Hot Site

This is the relevant information you need to continue recovery plans and normal business operations at an alternative or back-up site. Use this “hot site” temporarily while you deal with the crisis at the main site.

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# Restoration Process

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

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# Recovery Plan Practice and ExercISE

This is the plan that you should carry out to practice and prepare for a crisis.

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# cRISIS Site Rebuilding

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

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# Plan Changes or Updates

These are the details regarding any changes or updates you make to the CMAP, version number, and history.

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