

# MANUFACTURING DISASTER RECOVERY PLAN TEMPLATE



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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
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# 1. CRITICAL PERSONNEL CONTACT INFORMATION

The relevant contact information of the key personnel involved in the manufacturing processes.

NAME & TITLE	ROLE	PHONE	EMAIL	MAILING

## 2. CRITICAL PERSONNEL RESPONSIBILITIES

The stakeholders, executives, and other key resources who are responsible for carrying out the disaster recovery plan and the actions required of them.

NAME & TITLE	PHONE	EMAIL	RESPONSIBILITIES

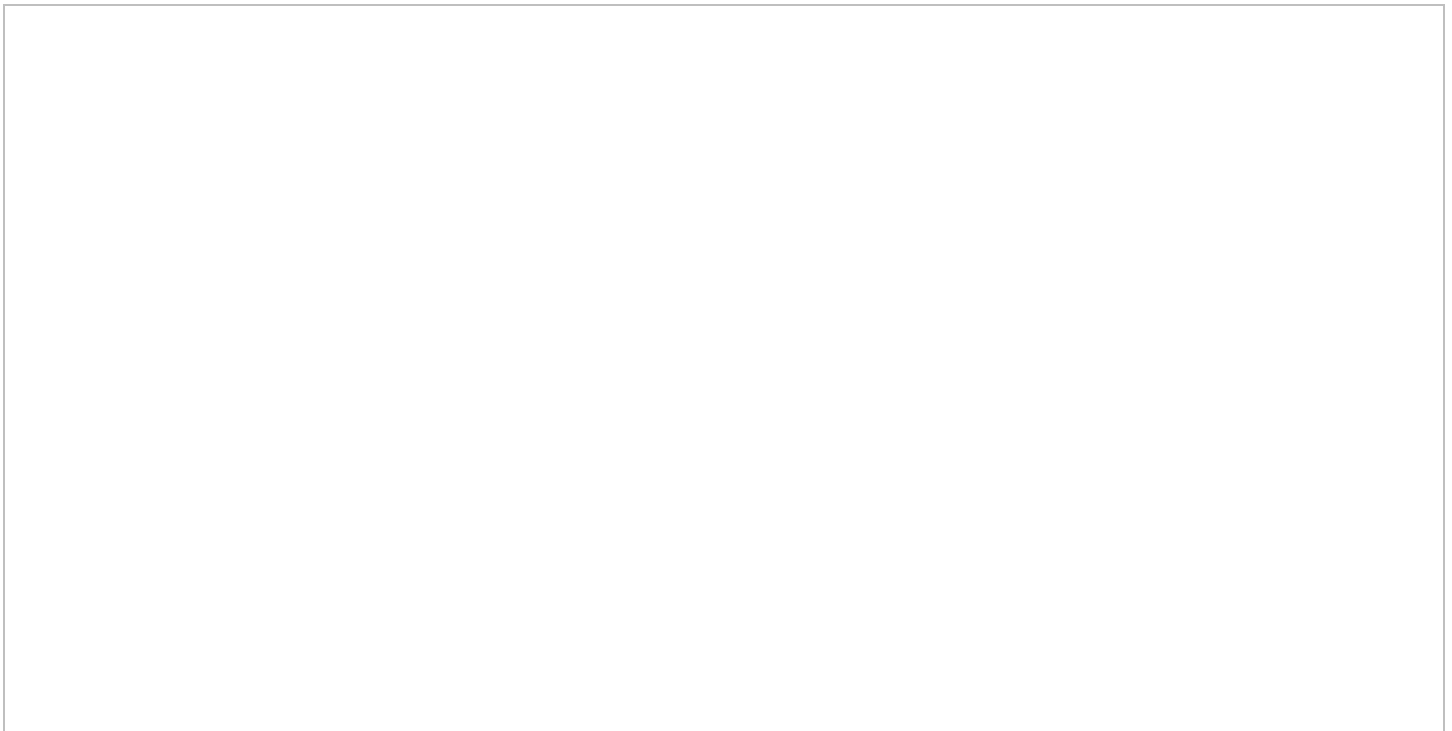
### **3. MEDICAL RESPONSE INFORMATION**

The kind of care needed on-site should a disaster happen that affects the well-being of employees, including medical supplies, location of medical care, designated medical care professionals, etc.



### **4. CONTINGENCY OPERATIONS AND BACKUP LOCATIONS**

The details of how and where the manufacturing facility will continue to run their normal operations, should a disaster or disruption occur.



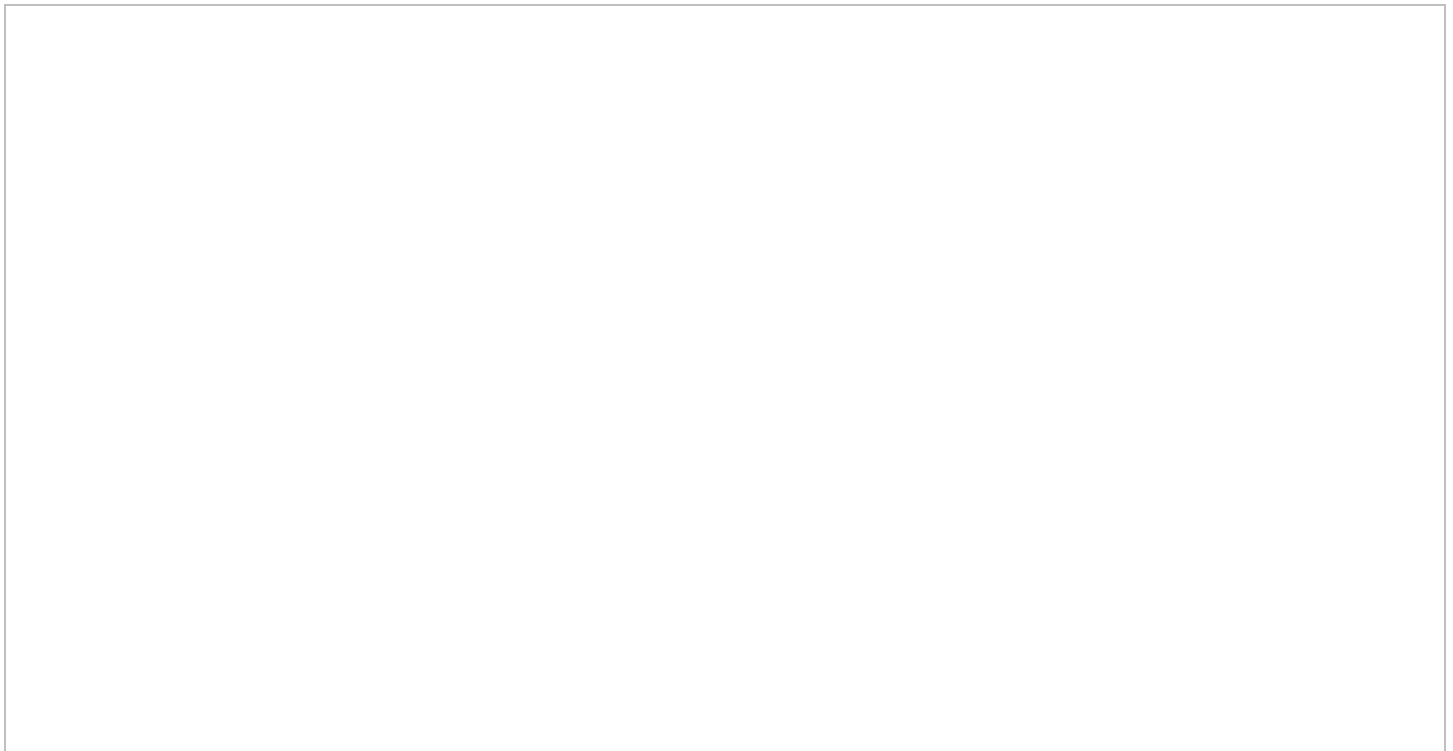
## 5. IT BUSINESS CONTINUITY STRATEGY

The details and necessary information involved in maintaining IT operations in the event of a disaster, including backup technology, data restoration processes, and backup infrastructure.



## 6. ASSET MANAGEMENT PLAN

The inventory information of all of the company's equipment, resources, and assets.



## 7. COMMUNICATION STRATEGY

The information regarding how personnel and employees will maintain contact and communication throughout a disaster, including phones, alerts, media, and other communication methods.

## 8. DOCUMENT STORAGE

The details about where critical paper files will be safely stored in the event of an emergency or disaster.

## 9. PLAN EVALUATION AND EXERCISING

The plan to practice and prepare for an emergency based on the disaster recovery plan.





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