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**Disaster Recovery Plan (DRP) Template**

*For Small Businesses in Australia*

**Business Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**ABN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date Prepared:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Next Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Plan Owner/Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Version:** \_\_\_\_\_\_\_

**🔹 1. Emergency Contact List**

**Internal Contacts**

| **Name** | **Role** | **Mobile** | **Email** | **Backup Contact** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Emergency Services**

* **Emergency (Fire, Ambulance, Police):** 000
* **State Emergency Service (SES):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Local Council Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**External Contacts**

| **Type** | **Name** | **Contact Info** | **Notes** |
| --- | --- | --- | --- |
| Internet Provider |  |  |  |
| IT Support |  |  |  |
| Power Company |  |  |  |
| Insurance Provider |  |  |  |
| Accountant / Lawyer |  |  |  |

**🔹 2. Roles and Responsibilities**

| **Person** | **Role in DRP** | **Responsibility During Disaster** | **Backup Person** |
| --- | --- | --- | --- |
|  |  |  |  |

**🔹 3. Communication Plan**

**Staff Notification:**

* How staff will be notified: (SMS / Email / App / Phone tree)
* Contact person responsible for updates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Customer Notification:**

* Communication channels (tick all that apply):
☐ Website Banner ☐ Social Media ☐ Email Campaign
* Pre-written templates available:
☐ Office Closure ☐ Service Delay ☐ Recovery in Progress

**🔹 4. Data Backup and Recovery**

| **Type of Data** | **Backup Location** | **Frequency** | **Responsible Person** |
| --- | --- | --- | --- |
|  |  |  |  |

**Data Recovery Steps:**
[Step-by-step instructions for recovering data from backups]

☐ Recovery test last conducted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🔹 5. IT Hardware & Software Inventory**

| **Asset** | **Serial Number** | **Location** | **Critical (Y/N)** | **Support Contact** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

| **Software** | **License Key** | **Install Link** | **Renewal Date** |
| --- | --- | --- | --- |
|  |  |  |  |

**🔹 6. Critical Business Processes**

| **Process** | **Manual Workaround** | **Backup Tool / Plan** |
| --- | --- | --- |
| Payments | Use mobile app / cash | Stripe terminal app |
| Bookings | Phone bookings | Spreadsheet + phone |
|  |  |  |

**🔹 7. Alternative Workspace Plan**

* ☐ Work from home using VPN
* ☐ Co-working space available at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Shared office agreement with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remote Access Tools:**

* VPN Instructions: [link or steps]
* Cloud Access Credentials: [stored in password manager]

**🔹 8. Vendor & Supplier Recovery Plan**

| **Vendor** | **Product/Service** | **Backup Supplier** | **Contact Info** |
| --- | --- | --- | --- |
|  |  |  |  |

**🔹 9. Financial & Insurance Info**

* Location of insurance policies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Emergency funds account access: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Key banking contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Downloaded CPA Australia’s cash flow forecast template.

**🔹 10. Physical Document Protection**

| **Document** | **Stored Location** | **Backup Method** |
| --- | --- | --- |
| Lease agreement | Safe | Scanned in Google Drive |
| Certificates | Binder in office | Dropbox backup |

**🔹 11. Plan Testing & Maintenance**

* Last test conducted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Next scheduled test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Lessons learned recorded
* ☐ Plan updated after test/incident

**✅ Declaration**

*This Disaster Recovery Plan was reviewed and approved on:*
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**By (Name & Role):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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