



## Disaster Recovery Plan (IT infrastructure)

- **Who will be in-charge (and the *chain of command*)**
  1. Warren Short
  2. Anne Hunter
  
- **Who will be the PR contact (i.e., who will handle the phone)**
  1. Anne Hunter
  2. Warren Short
  
- **Who must be informed**
  1. above
  2. list owner(s)
  
- **What must be done regularly (and when)**
  1. daily back up
  2. Copy of back up taken off site
  
- **What must be done when a disaster is imminent/done or struck**
  1. notify relevant list owner(s)
  2. notify the authorities
  3. ensure safety of staff and public