

DR JOURNAL - Plan Detail

This journal is to be used in the event of a disaster to track all actions and notifications.

Situation Assesment provided by: _____ **Date/Time:** _____

Situation Description: _____

| Action/Notification Detail | Date/Time | Initials | Detail / Descriptions |
|-------------------------------|-----------|----------|-----------------------|
| Call Tree Invoked | | | |
| Declaration made to SunGard | | | |
| Declaration made to Iron Mtn. | | | |
| DR site locations? | | | |
| BRF site locations | | | |
| Engage DR Technical Team | | | |
| Tapes delivered to DR site | | | |
| Restore started at DR site | | | |
| Restore complete | | | |
| Connection verified at BRF's | | | |
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