CONTINGENCY PLAN

VERSION HISTORY					
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR	

PREPARED BY	TITLE	DATE	
APPROVED BY	TITLE	DATE	

CONTINGENCY PLAN CHECKLIST

X	ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED

RECOVERY PROCEDURES

The organization details the specific activities or tasks needed to recover normal and critical business operations. It describes each strategy by enumerating the specific set of activities and tasks needed to recover appropriately.

X	ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED

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