INCIDENT ACTION ACTION PLAN

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**
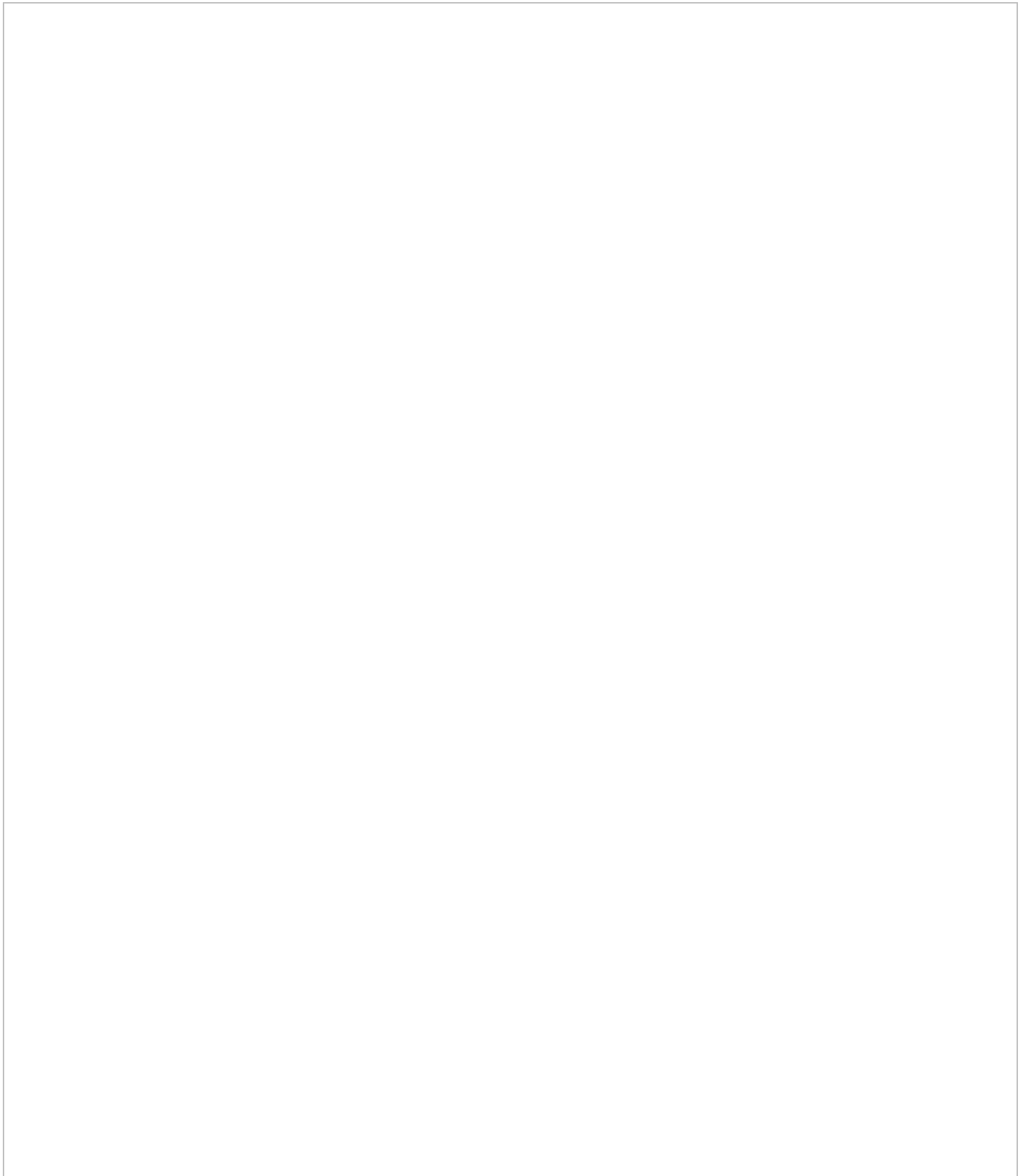
PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

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1. HIGH-LEVEL OUTLINE OF INCIDENT ACTION PLAN

These are the major goals of the incident action plan.

2. KEY PERSONNEL AND CONTACT INFORMATION

These are the key resources involved in the incident action plan, including all key stakeholders and third-party resources.

NAME & TITLE	ROLE	PHONE	EMAIL	MAILING

3. INFORMATION SERVICES BACKUP PROCEDURES

These are the procedures that should be carried out in case of incident or major disruption in processes.

4. INCIDENT RECOVERY PROCEDURES

These are the key components in the CMAP that should be immediately addressed and acted upon in the event of emergency.

5. RECOVERY PLAN FOR MOBILE SITE

This is the relevant information needed to continue recovery plans at a mobile site.

6. RECOVERY PLAN FOR HOT SITE

This is the relevant information needed to continue recovery plans and normal business operations at an alternative or backup site. This "hot site" is meant for temporary use while the main site is dealt with.
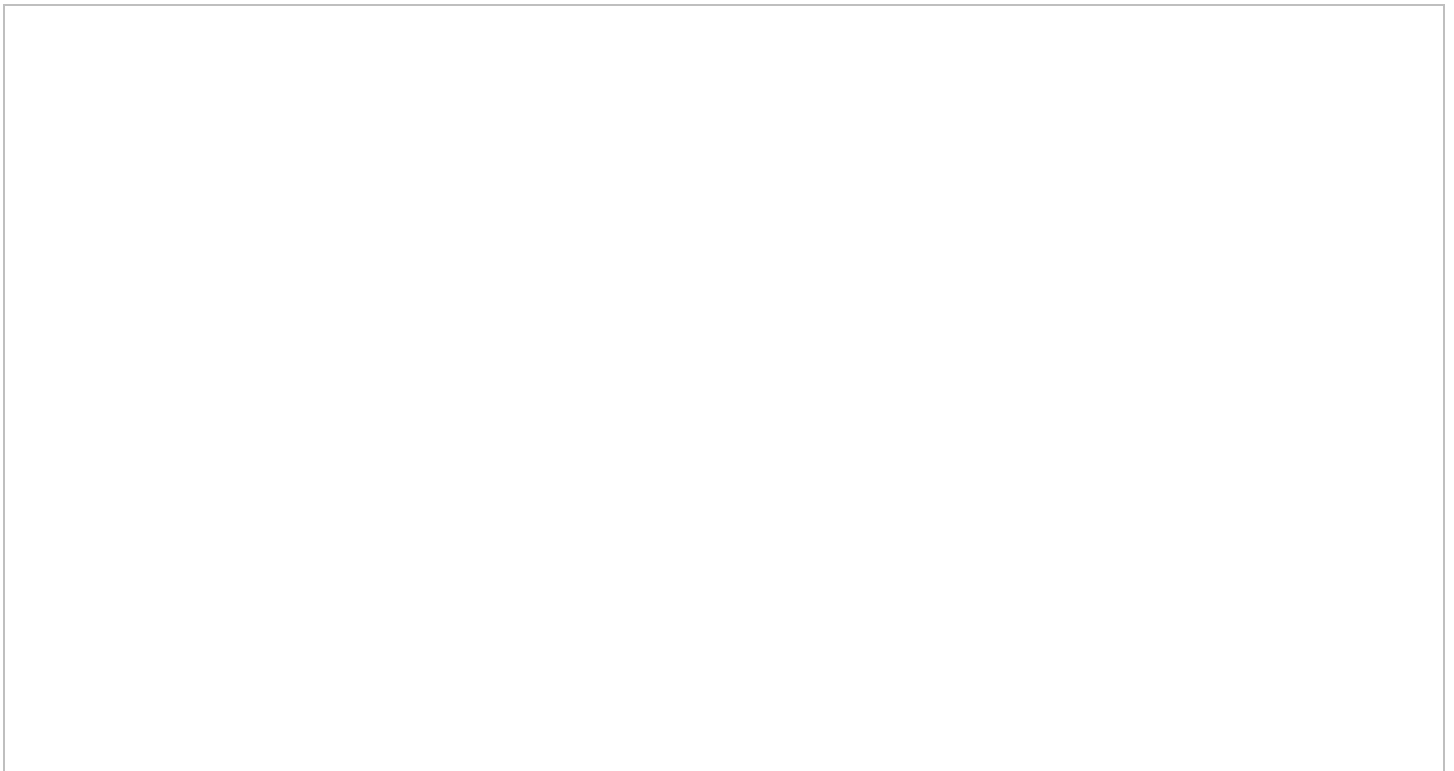
7. RESTORATION PROCESS

These are the steps and resources needed in order to restore the disrupted systems or business.

8. RECOVERY PLAN PRACTICE AND EXERCISING

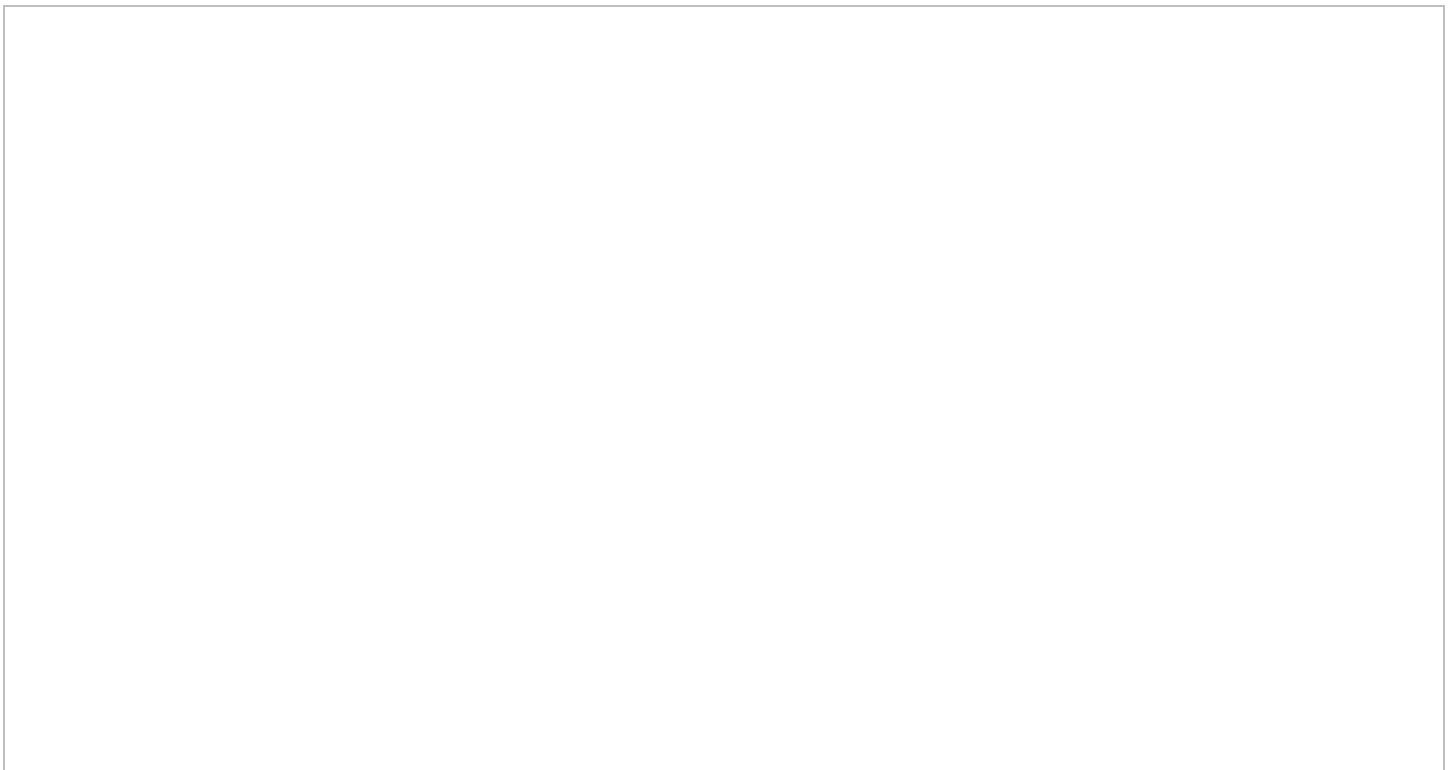This is the plan that should be carried out to practice and prepare for an incident.

9. INCIDENT SITE REBUILDING

These are the steps and resources needed in order to rebuild the incident site.

10.   PLAN CHANGES OR UPDATES

These are the details regarding any changes or updates made to the CMAP, version number, and history.

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