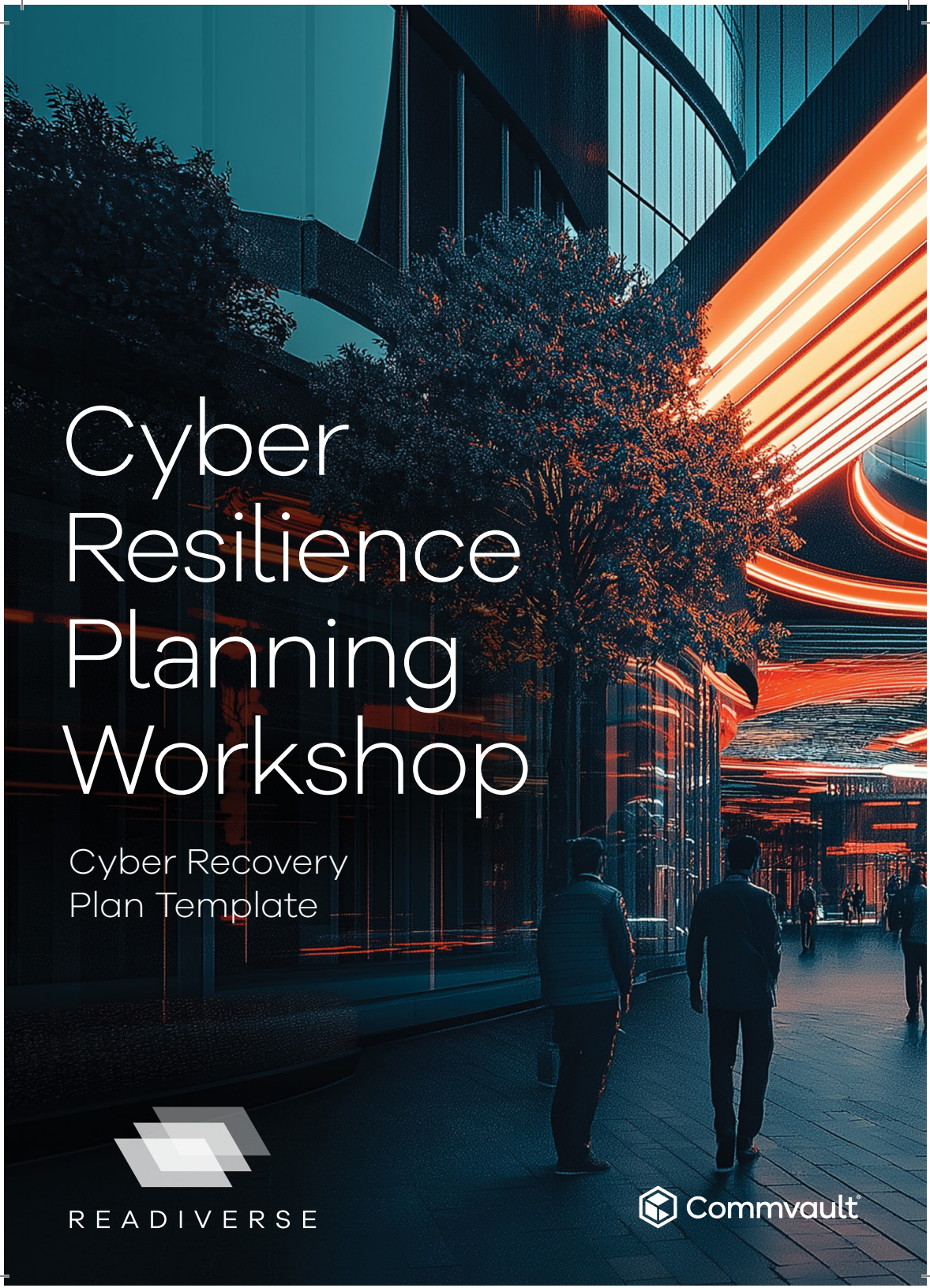
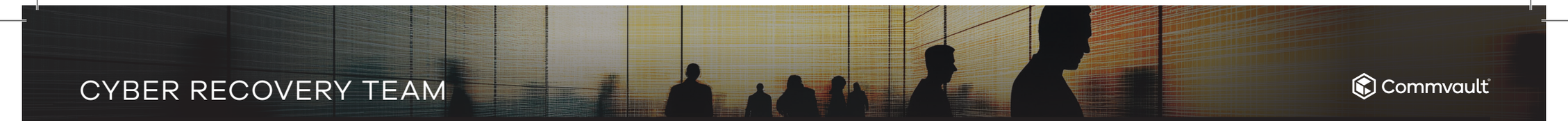


Cyber Resilience Planning Workshop

Cyber Recovery Plan Template

READIVERSE

Commvault®



CYBER RECOVERY TEAM

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Role	Responsibilities	Emergency contact	Phone	Email	How to contact if all systems are down	Notes
IT Director	• **OWNER** with overall responsibility for and maintaining the Cyber Recovery Plan • Declares Cyber Recovery Plan activation in conjunction with Cyber Recovery Plan Security Director • Contacts leadership to communicate activation of Cyber Recovery Plan with Cyber Recovery Plan Security Director • Responsible for testing the Cyber Recovery Plan					
Security Director	• Determine if this is a breach situation • Determine details of the breach • Work with IT Director to contact leadership and determine next steps					
Coordinator/Project Manager	• Coordinates that teams are working jointly • Regularly shares communication to all teams involved • Identify process risks					
Alternate IT Director	• Inherits responsibility if Primary is not available					
Alternate Security Director	• Inherits responsibility if Primary is not available					
Alternate Coordinator/Project Manager	• Inherits responsibility if Primary is not available					
Recovery Team	• Group designated to restore affected systems after a disruptive event					
Forensic Analysis Team	• Group designated to analyze restored endpoints for cleanliness • Responsible for communicating endpoint analysis to IT and Security Directors					

VENDORS

Commvault

Vendor	Title and description	Vendor contact information	Phone	Email	Account details	Notes
Backup Software	**Commvault Systems, INC.**	• Vendor Support Phone: +1 888-746-3849 • Vendor Support Web Site: https://ma.commvault.com/ • Vendor Support Maintenance Contract Valid until 01-Nov-2027 • CommCell ID: 123ABC • Commvault Customer Support Portal				
Cloud Storage, Tape Locations						
Application						
Hardware						

AWARENESS OF ATTACK

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Initial forensics	Sample status details	Status	Owner or key contact	Notes
Date of attack	• Date • Add any other information that predates the attack such as anomalies and possible dwell-time initiation			
Type of attack	**Enter all relevant details:** • Who? • When? • What do they want? • Ultimatums • Other details that will help investigators, insurance, and other associated stakeholders			
Server inventory and recovery prioritization	• Server 1: Name/definition/type • Location • Content inventory • Server 2: Name/definition/type • Location • Content inventory			
Last-known Safe Point	• Date • Approved by			
Cyber Recovery Approval Plan	• Who? • What is their approval level? • What have they reviewed? • Date/time of approval			
Identity Management infiltration	• Compromised • Which roles? • When? • Degree of infiltration			
Backup data aging halted date	• Date			
Backup details	• Most recent backup • Backup halt date • Backup restore date • Indication of cleanliness			

RECOVERY

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Requirements	Sample status details	Status	Owner or key contact	Notes
Machine name, location, and owner				
Production ready for restore	• Yes: Who and Date • No: Who and Date • Remaining remediation			
Restoration targets	• In-place: Details • IRE/Commvault Cleanroom: Details			
Identity Management status	• Define • Approver • Date • Next steps if applicable (e.g., rebuild, restore)			
Server Restoration status	• Server name • Test status • Recovery Status • Validation status • Date • Next steps or Complete			
Other operational requirements				

REINTEGRATION

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Approvals	Sample status details	Status	Owner or key contact	Notes
Machine name, location, and owner				
Production ready for restore	• Yes: Who and Date • No: Who and Date • Remaining remediation			
Restoration targets	• In-place: Details • IRE/Commvault Cleanroom: Details			
Identity Management status	• Define • Approver • Date • Next steps if applicable (e.g., rebuild, restore)			
Server Restoration status	• Server name • Test status • Recovery Status • Validation status • Date • Next steps or Complete			
Other operational requirements				

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