

Emergency Preparedness and Disaster Recovery Agreement

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address]

Dear [Recipient's Name],

This letter serves as an agreement between [Your Organization Name] and [Recipient's Organization Name] regarding the responsibilities and protocols for emergency preparedness and disaster recovery.

1. Objectives

The purpose of this agreement is to outline the measures both parties will take to ensure effective preparedness for emergencies and efficient recovery from disasters.

2. Responsibilities

[Your Organization Name] will:

- Conduct regular training and drills.
- Provide timely updates on emergency protocols.
- Maintain a comprehensive emergency plan.

[Recipient's Organization Name] will:

- Participate in training exercises.
- Share essential contact and resource information.
- Assist in the communication of emergency procedures.

3. Communication

Both parties agree to maintain open lines of communication to ensure the effectiveness of emergency response efforts.

4. Duration

This agreement shall remain in effect until amended or terminated by either party with written notice.

By signing below, both parties agree to the terms outlined in this Emergency Preparedness and Disaster Recovery Agreement.

_____ **[Your Organization Name]**

_____ **[Recipient's Organization Name]**

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]