

# Disaster Recovery Procedure Initiation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Initiation of Disaster Recovery Procedures

Dear [Recipient Name],

In response to the recent [describe the disaster or incident briefly], we are initiating our disaster recovery procedures as outlined in our preparedness plan. The safety and restoration of our operations are our top priorities.

Please adhere to the following steps:

1. Assess immediate safety risks and ensure all personnel are accounted for.
2. Activate the Disaster Recovery Team by notifying all members.
3. Begin documentation of the disaster's impact on operations.
4. Execute the recovery actions as detailed in the protocol.
5. Communicate regularly with stakeholders regarding progress and next steps.

We appreciate your cooperation and prompt action in these challenging times. Further instructions will follow as we gather more information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]