

# Business Continuity Plan

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Last Revised on: \_\_\_\_\_

Prepared by: \_\_\_\_\_



## Program Administration

### 1. Purpose

The purpose of this Business Continuity Plan is to establish procedures for execution and recovery of business activities for \_\_\_\_\_ [Company name] to minimize disruption in an emergency situation.

- Natural disaster (e.g. flood, hurricane, earthquake)
- Fire
- Epidemic/Pandemic
- Technical issue (e.g. data corruption, unexpected system downtime)
- Cyber attack
- Supply Chain Disruption
- Business Site Disruption (e.g. power outage, physical damage of the building)
- Labor Strike
- Civil Unrest
- Other (specify in the following section)

### 2. Applicability

The Continuity Plan applies to following operations, and the recovery team will attempt to utilize the necessary resources to restore and resume the functions in order of highest priority, based on business impact. The following is a list to guide the recovery team on restoring full operational functionality.

I. Operation: \_\_\_\_\_

Operational description: \_\_\_\_\_

Business impact: \_\_\_\_\_

II. Operation: \_\_\_\_\_

Operational description: \_\_\_\_\_

Business impact: \_\_\_\_\_

III. Operation: \_\_\_\_\_

Operational description: \_\_\_\_\_

Business impact: \_\_\_\_\_



### 3. Recovery

The following are recovery strategies to be enacted for certain events:

#### **Natural Disaster**

Recovery procedure:

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Resource requirements:

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#### **Fire**

Recovery procedure:

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Resource requirements:

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#### **Epidemic/Pandemic**

Recovery procedure:

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Resource requirements:

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**Technical Issue**

Recovery procedure:

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Resource requirements:

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**Cyber Attack**

Recovery procedure:

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Resource requirements:

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**Supply Chain Disruption**

Recovery procedure:

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Resource requirements:

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**Business Site Disruption**

Recovery procedure:

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Resource requirements:

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**Labor Strike**

Recovery procedure:

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Resource requirements:

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**Civil Unrest**

Recovery procedure:

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Resource requirements:

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**Other:** \_\_\_\_\_

Recovery procedure:

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Resource requirements:

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#### 4. Notification & Activation

In the event of an emergency triggering this plan, the following recovery team members are responsible for restoring and maintaining business continuity and ensuring complaint execution of this Business Continuity Plan to minimize business interruption.

##### **Recovery team lead**

Name: \_\_\_\_\_  
Role in the organization: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Description of responsibilities: \_\_\_\_\_

##### **Alternate team lead**

Name: \_\_\_\_\_  
Role in the organization: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Description of responsibilities: \_\_\_\_\_

The following are the current team members on the recovery team:

Representative Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Description of responsibilities: \_\_\_\_\_

Representative Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Description of responsibilities: \_\_\_\_\_

The employee in charge of customer communications on the current status of recovery is:

Name: \_\_\_\_\_  
Role in the organization: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### 5. External Vendors

If this Business Continuity Plan is activated, \_\_\_\_\_ [Responsible person] is responsible for contacting partners/vendors to keep them up to date on \_\_\_\_\_'s [Company name] current status. \_\_\_\_\_



[Responsible person] is the \_\_\_\_\_ [Role] in \_\_\_\_\_  
[Company name]. To reach \_\_\_\_\_ [Responsible person] you can call  
them at \_\_\_\_\_ or e-mail them at \_\_\_\_\_. Below is a list of the  
partners/vendors and their contact information.

Partner/Vendor name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Partner/Vendor name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6. Internal Responsibilities

The following team member is responsible for updating the other employees of  
\_\_\_\_\_ [Company name] about ongoing business updates:

Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 7. Relocation & Recovery Operations

The relocation strategy to the alternate site will be used in the event of a natural  
disaster or business disruption that prohibits business being conducted at the  
original business space.

Procedure:

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Resource requirements:

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Return to Normal Operations

When operations at the original site have been restored, operations at the alternate site must be transitioned back.

Transition Timeline:

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Transition Procedures:

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**8. Review and Testing**

\_\_\_\_\_ [Company name] will establish criteria for validation/testing of a Continuity Plan. This Business Continuity Plan will be reviewed every \_\_\_\_\_. This Business Continuity Plan will be tested every \_\_\_\_\_. This testing will serve as training for the execution of the plan by designated personnel. The following methods will be conducted for testing purposes:

- A. \_\_\_\_\_
- B. \_\_\_\_\_

**9. Plan Deactivation**

The aforementioned recovery team is responsible for deactivation of this Business Continuity Plan. The deactivation procedure is as following:

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**10. Assumptions**

The following assumptions were used when developing this Business Continuity Plan.





- Business functions are inoperable and cannot be recovered within \_\_\_\_ hours.
- Key personnel have been identified and trained in their emergency response and recovery roles and are available to execute this Business Continuity Plan.
- Preventive controls are fully operational at the time of the triggering event.
- If applicable, electronic equipment is connected to an uninterruptible power supply (UPS) that provides 45 minutes to 1 hour of electricity during a power failure.
- Our hardware and software systems are unavailable for at least 48 hours at the original site.
- Up to date backups of software and data are intact and available at the alternate site.
- The equipment, connections, and capabilities required to conduct operations are available at the alternate site.
- Use agreements are maintained with the hardware, software, and communications providers to support the emergency recovery plan.

This Continuity Plan does not apply to the following situations:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

