

# Business Continuity Plan

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

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

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

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

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

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

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

Prepared by: \_\_\_\_\_ [preparer's name and position]



## 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.

### 2. Prioritized Business Functions and Recovery Plans

The Continuity Plan applies to following business functions, 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.

**Critical business function:** \_\_\_\_\_

To trigger the recovery plan for this business function, the function must expect to be interrupted for at least \_\_\_\_ hours.

Function description

\_\_\_\_\_

Potential threat(s) to this function

\_\_\_\_\_

Recover procedures

\_\_\_\_\_

\_\_\_\_\_

Resource requirements

\_\_\_\_\_

\_\_\_\_\_

**High-priority business function:** \_\_\_\_\_

To trigger the recovery plan for this business function, the function must expect to be interrupted for at least \_\_\_\_ hours.



Function description

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Potential threat(s) to this function

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Recover procedures

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Resource requirements

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**Medium-priority business function:** \_\_\_\_\_

To trigger the recovery plan for this business function, the function must expect to be interrupted for at least \_\_\_\_ hours.

Function description

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Potential threat(s) to this function

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Recover procedures

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Resource requirements

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**Low-priority business function:** \_\_\_\_\_

To trigger the recovery plan for this business function, the function must expect to be interrupted for at least \_\_\_\_ hours.



Function description

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Potential threat(s) to this function

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Recover procedures

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Resource requirements

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### 3. **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: \_\_\_\_\_

#### 4. 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: \_\_\_\_\_

#### 5. 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: \_\_\_\_\_

#### 6. 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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**7. Review and Testing**

\_\_\_\_\_ [Company name] will establish criteria for validation/testing of a Continuity Plan. This Business Continuity Plan will be reviewed every \_\_\_\_\_ [time period] and be tested every \_\_\_\_\_ [time period]. 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. \_\_\_\_\_



**8. 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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**9. Assumptions**

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

- 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:

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

**10. Additional Comments**

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