

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Last Revision Date \_\_\_\_\_

**Program Administration**

Define the scope, objectives, and assumptions of the business continuity plan.

**Business Continuity Organization**

Define the roles and responsibilities for team members.

Identify the lines of authority, succession of management, and delegation of authority.

Address interaction with external organizations including contractors and vendors.

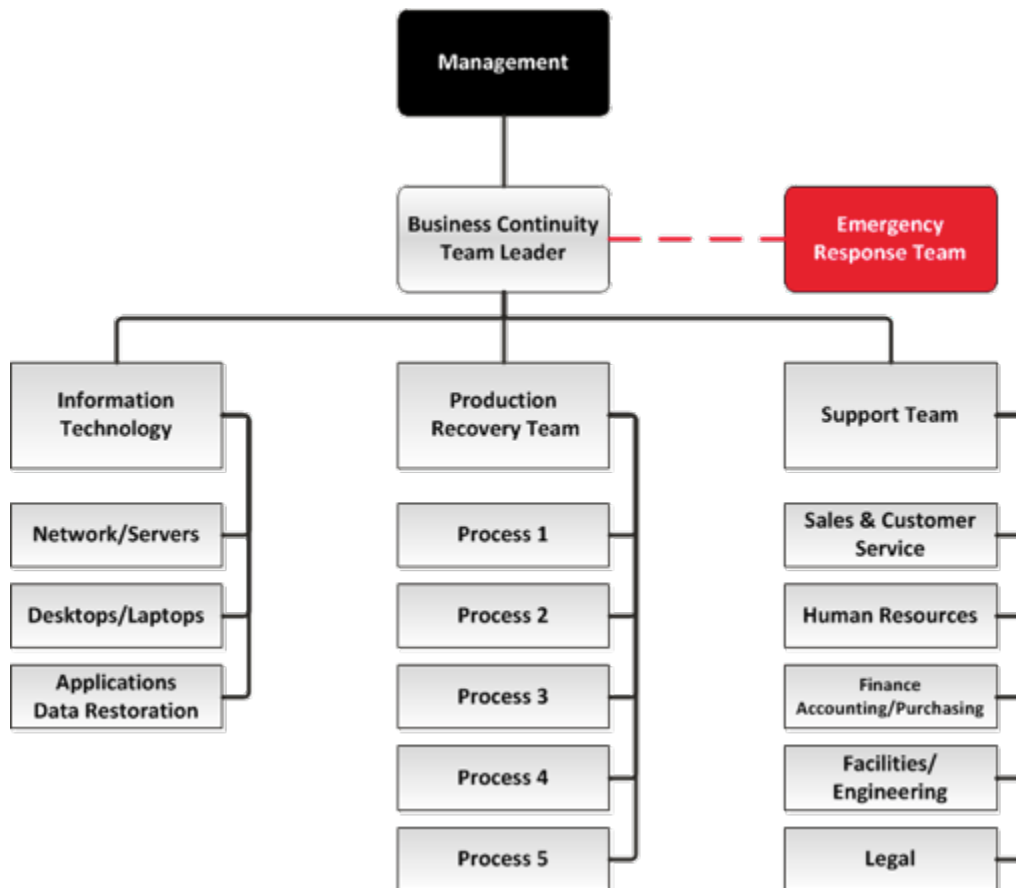


Figure 1. Example Business Continuity Team Organization Chart

Team (IT, Production, Support)	Member Name	Email	Work Telephone	Home / Cell Telephone

**Business Impact Analysis**

- Insert results of Business Impact Analysis
- Identify Recovery Time Objectives for business processes and information technology
- Identify Recovery Point Objective for data restoration

**Business Continuity Strategies & Requirements**

- Insert detailed procedures, resource requirements, and logistics for execution of all recovery strategies
- Insert detailed procedures, resource requirements, and logistics for relocation to alternate worksites
- Insert detailed procedures, resource requirements, and data restoration plan for the recovery of information technology (networks and required connectivity, servers, desktop/laptops, wireless devices, applications, and data)

## Manual Workarounds

- Document all forms and resource requirements for all manual workarounds

## Incident Management

### Define procedures:

- Incident detection and reporting
- Alerting and notifications
- Business continuity plan activation
- Emergency operations center activation
- Damage assessment (coordination with emergency response plan) and situation analysis
- Development and approval of an incident action plan

## Training, Testing & Exercising

- Training curriculum for business continuity team members
- Testing schedule, procedures, and forms for business recovery strategies and information technology recovery strategies
- Orientation, tabletop, and full-scale exercises

## Program Maintenance and Improvement

- Schedule, triggers, and assignments for the periodic review of the business continuity and IT disaster recovery plan
- Details of corrective action program to address deficiencies

## Appendix

### References to Related Policies & Procedures

- Emergency Response Plan
- Information Technology Disaster Recovery Plan (if not included in the business continuity plan)
- Crisis Communications Plan
- Employee Assistance Plan

## Vendors & Contractors

Company	Contact Name	Emergency Telephone	Business Telephone

## Revision History

Revision No.	Date	Description of Changes	Authorization

## Plan Distribution & Access

The Plan will be distributed to members of the business continuity team and management. A master copy of the document should be maintained by the business continuity team leader.

Provide print copies of this plan within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this plan should be stored on a secure and accessible website that would allow team member access if company servers are down.

Electronic copies should also be stored on a secure USB flash drive for printing on demand.

## Business Continuity and Disaster Preparedness Plan

**PLAN TO STAY IN BUSINESS**

If this location is not accessible we will operate from location below:

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

\_\_\_\_\_  
Primary Emergency Contact

\_\_\_\_\_  
Secondary Emergency Contact

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
E-mail

**EMERGENCY CONTACT INFORMATION**

Dial 9-1-1 in an Emergency

\_\_\_\_\_  
Non-Emergency Police/Fire

\_\_\_\_\_  
Insurance Provider

## Business Continuity and Disaster Preparedness Plan (cont'd)

### PLAN TO STAY IN BUSINESS

The following natural and man-made disasters could impact our business:

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

### EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

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

### WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team.

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

### OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operation	Staff in Charge	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Business Continuity and Disaster Preparedness Plan (cont'd)

### SUPPLIERS AND CONTRACTORS

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Materials / Service Provided: \_\_\_\_\_

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Materials / Service Provided: \_\_\_\_\_

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Materials / Service Provided: \_\_\_\_\_

## Business Continuity and Disaster Preparedness Plan (cont'd)

**EVACUATION PLAN FOR \_\_\_\_\_ LOCATION**

(Insert Address)

The following natural and man-made disasters could impact our business:

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures \_\_\_\_ times a year.

If we must leave the workplace quickly:

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1. Warning System: \_\_\_\_\_

We will test the warning system and record results \_\_\_\_ times a year.

2. Assembly Site: \_\_\_\_\_

3. Assembly Site Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

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4. Shut Down Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

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5. \_\_\_\_\_ is responsible for issuing all clear.



## Business Continuity and Disaster Preparedness Plan (cont'd)

**SHELTER IN PLACE PLAN FOR \_\_\_\_\_ LOCATION**

(Insert Address)

The following natural and man-made disasters could impact our business:

- We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- We have located, copied and posted building and site maps.
- We will practice shelter procedures \_\_\_\_ times a year.

If we must take shelter quickly:

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1. Warning System: \_\_\_\_\_

We will test the warning system and record results \_\_\_\_ times a year.

2. Storm Shelter Location: \_\_\_\_\_

3. "Seal the Room" Shelter Location: \_\_\_\_\_

4. Shelter Location & Alternate : \_\_\_\_\_

a. Responsibilities Include:

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5. Shut Down Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

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6. \_\_\_\_\_ is responsible for issuing all clear.

## Business Continuity and Disaster Preparedness Plan (cont'd)

### COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way:

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In the event of a disaster we will communicate with employees in the following way:

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### CYBER SECURITY

To protect our computer hardware, we will:

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To protect our computer software, we will:

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If our computers are destroyed, we will use back-up computers at the following location:

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### RECORDS BACK-UP

\_\_\_\_\_ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite \_\_\_\_\_.

Another set of back-up records is stored at the following off-site location:

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If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

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## Business Continuity and Disaster Preparedness Plan (cont'd)

**EMPLOYEE EMERGENCY CONTACT INFORMATION**

The following is a list of our co-workers and their individual emergency contact information:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ANNUAL REVIEW**

We will review and update this business continuity and disaster plan in \_\_\_\_\_.

Additional Notes: