**BUSINESS CONTINUITY PLAN TEMPLATE**

BUSINESS CONTINUITY PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

| VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

# TABLE OF CONTENTS

[1. BUSINESS FUNCTION RECOVERY PRIORITIES 3](#_Toc528656443)

[2. RELOCATION STRATEGY 3](#_Toc528656444)

[3. ALTERNATE BUSINESS SITE 3](#_Toc528656445)

[4. RECOVERY PLAN 4](#_Toc528656446)

[5. RECOVERY PHASES 4](#_Toc528656447)

[A. DISASTER OCCURRENCE 4](#_Toc528656448)

[B. PLAN ACTIVATION 4](#_Toc528656449)

[C. ALTERNATE SITE OPERATION 4](#_Toc528656450)

[D. TRANSITION TO PRIMARY SITE 4](#_Toc528656451)

[6. RECORDS BACKUP 5](#_Toc528656452)

[7. RESTORATION PLAN 5](#_Toc528656453)

[8. RECOVERY TEAMS 5](#_Toc528656454)

[A. TEAM ROLES 5](#_Toc528656455)

[B. TEAM CONTACTS 5](#_Toc528656456)

[C. TEAM RESPONSIBILITIES 6](#_Toc528656457)

[D. DEPARTMENTAL RECOVERY TEAMS 6](#_Toc528656458)

[9. RECOVERY PROCEDURES 6](#_Toc528656459)

[A. POTENTIAL RECOVERY PROCEDURE 6](#_Toc528656460)

[10. APPENDICES 6](#_Toc528656461)

[A. Employee Contact List 6](#_Toc528656462)

[B. Recovery Priorities 6](#_Toc528656463)

[C. Alternate Site Resources 6](#_Toc528656464)

[D. Emergency Operations Center (EOC) Locations 6](#_Toc528656465)

[E. Vital Records 6](#_Toc528656466)

[F. Vendor Lists 6](#_Toc528656467)

[G. IT System Reports and Resources 6](#_Toc528656468)

[H. Alternate Site Transportation Information 6](#_Toc528656469)

[I. Impact and Risk Assessments 6](#_Toc528656470)

[J. Business Impact Analysis 6](#_Toc528656471)

[K. Recovery Task Lists 6](#_Toc528656472)

[L. Office Recovery Plan 6](#_Toc528656473)

# BUSINESS FUNCTION RECOVERY PRIORITIES

Disaster recovery teams use this strategy to recover essential business operations at an alternate location site. The information system and IT teams restore IT functions based on critical business functions.

|  |
| --- |
|  |

# RELOCATION STRATEGY

|  |
| --- |
|  |

# ALTERNATE BUSINESS SITE

An organization uses the alternate business site and relocation strategy in the event of a disaster or disruption that inhibits the continuation of the business processes at the original business site. This strategy should include both short-term and long-term relocation sites in the case of both types of disruptions.

|  |
| --- |
|  |

# RECOVERY PLAN

|  |
| --- |
|  |

# RECOVERY PHASES

These are the activities most needed for the business to continue, and the recovery plan should target these essential business functions. The recovery plan should proceed as follows:

## DISASTER OCCURRENCE

|  |
| --- |
| The company declares a disaster and makes the decision to activate the rest of the recovery plan. |

## PLAN ACTIVATION

|  |
| --- |
| During this phase, the company puts the business continuity plan into effect. This phase continues until the company secures the alternate business site and relocates the business operations. |

## ALTERNATE SITE OPERATION

|  |
| --- |
| This phase continues until the business can restore the primary facility. |

## TRANSITION TO PRIMARY SITE

|  |
| --- |
| This phase continues until the company can appropriately move business operations back to the original business site. |

# RECORDS BACKUP

|  |
| --- |
|  |

# RESTORATION PLAN

Disaster recovery/It teams maintain, control, and periodically check on all the records that are vital to the continuation of business operations and that would be affected by facility disruptions or disasters. The teams periodically back up and store the most critical files at an offsite location.

|  |
| --- |
|  |

# RECOVERY teams

The company establishes recovery teams and divides the participants into appropriate groups based on job role and title. The organization designates a team leader for each team. It assigns a specific role or duty to each remaining member of the team.

## TEAM ROLES

|  |
| --- |
| Team Leader, Backup Team Leader, Team Member |

## TEAM CONTACTS

|  |
| --- |
| Stored in the Contact List Appendix |

## TEAM RESPONSIBILITIES

|  |
| --- |
| Incident Commander, HR/PR Officer, Information Technology, Finance/Admin, Legal/Contacts |

## DEPARTMENTAL RECOVERY TEAMS

|  |
| --- |
| Business Continuity Coordinator, EOC Communications Team, EOC Human Resources Team, EOC Administration Team, Emergency Response Team, Information Technology Recovery Team |

# RECOVERY PROCEDURES

The company details the specific activities or tasks needed to recover normal and critical business operations. It describes each strategy by enumerating the specific set of activities and tasks needed to recover appropriately.

|  |
| --- |
|  |

## POTENTIAL RECOVERY PROCEDURE

* + 1. Disaster Occurrence
    2. Notification of Management
    3. Preliminary Damage Assessment
    4. Declaration of Disaster
    5. Plan Activation
    6. Relocation to Alternate Site
    7. Implementation of Temporary Procedure
    8. Establishment of Communication
    9. Restoration of Data Process and Communication with Backup Location
    10. Commencement of Alternate Site Operations
    11. Management of Work
    12. Transition Back to Primary Operations
    13. Cessation of Alternate Site Procedures
    14. Relocation of Resources Back to Primary Site

# APPENDICES

This section lists all the appendices needed to carry out a BCP. These appendices include the following:

## Employee Contact List

## Recovery Priorities

## Alternate Site Resources

## Emergency Operations Center (EOC) Locations

## Vital Records

## Vendor Lists

## IT System Reports and Resources

## Alternate Site Transportation Information

## Impact and Risk Assessments

## Business Impact Analysis

## Recovery Task Lists

## Office Recovery Plan