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**business continuity plan**

We hope your business never has to deal with a distressing event. However, with the help of this template, you’ll have a solid prevention and recovery strategy in place should you ever have to deal with a natural disaster, power outage, cyber-attack, pandemic, or other threat.

Your business continuity plan will help you organize the essential information your company needs to continue operating during an unplanned event. You’ll list the functions of the business, identify your vital systems and processes, and brainstorm how to preserve the health and reputation of your business in worst-case scenarios.

The best business continuity plans include the insights of all business leaders and can take into account feedback from employees and other stakeholders. It’s best to update your business continuity plan thoroughly at least once a year and test your strategy to identify and improve any weaknesses you discover.

To the health and success of your business!
-The Invoice2go, a Bill.com company, team

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| --- | --- |
| **BUSINESS NAME** |  |
| **DATE** |  |
| **PREPARED BY** |  |

**VERSION HISTORY**

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| **VERSION HISTORY** |
| Version | Approved By | Revision Date | Description Of Change | Author |
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| PREPARED BY |  | TITLE |  | DATE |  |
| APPROVED BY |  | TITLE |  | DATE |  |

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BUSINESS RISK ASSESSMENT

The following table is used to evaluate the risk the business may likely face based on the business owner or executives' discretion. A few examples are earthquakes, flooding, pandemics, cyber attacks and etc…

|  |
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| **BUSINESS RISK ASSESSMENT TABLE** |
| Hazard | Probability | Magnitude | Warning | Duration | Risk Priority |
| Type the potential hazard in this column. |  4. Highly Likely 3. Likely 2. Possible 1. Unlikely |  4. Highly Likely 3. Likely 2. Possible 1. Unlikely |  4. Minimal 3. 6 – 12 hours 2. 12 – 24 hours 1. 24+ hours |  4. 12+ hours 3. 6 – 12 hours 2. 3 – 6 hours 1. < 3 hours | HighMediumLow |
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BUSINESS FUNCTION &
RECOVERY PLAN & TEAMS

Fill in this table for each of your critical business functions.

These tables are customizable and can include as much information as needed.

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| **[COMPANY NAME] CRITICAL BUSINESS FUNCTION** |
| Critical Business Function: [Function Name] |
| Business Process to Complete: |
| DETAILS |
| Supporting Activities | Lead Point of Contact | Max Allowed Down Time | Criticality | Records | Vendor & External Contacts |
| [Describe activity] | [Name &Title] | [Time/Days] | [High/Med/Low] | [List of records or documents that support this activity] | [List of external contacts needed to carry out each activity] |
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| Implication if not conducted: [Ex: interruption or loss of this function would disrupt…] |
| Required resources: [Support from other business functions, equipment, supplies, technology etc…] |
| Facilities: [Facility required to complete business process] |
| Notes: [Additional important & helpful information] |

EVACUATION &
RELOCATION PLANS

This section is used in the event where business operations can no longer take place on the original business site. This evacuation and relocation strategy should include both short-term and long-term sites.

EMPLOYEE
CONTACT LIST

Always keep an updated employee contact list to ensure internal communication can be delivered when an emergency happens.

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| **EMPLOYEE CONTACT DETAILS** |
| Employee Name | Job Title | Cell Number | Personal E-mail Address | Emergency Contact |
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VENDOR
CONTACT LIST

Always keep an updated vendor contact list so your business can stay connected with the vendors and provide business status updates.

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| **VENDOR CONTACT DETAILS** |
| Vendor | Contact Person | Email Address | Business Phone Number |
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DISCLAIMER

Any templates or information provided by Invoice2go on the website are for reference only.
While we strive to keep the information up to date and correct, we make no representations or warranties about the completeness, accuracy, reliability, and suitability of the templates or information on the website. Therefore, any reliance on such information is strictly at your own risk.