**BUSINESS CONTINUITY PLAN**

**Background:**

This Business Continuity Plan is produced on the [INSERT DATE].

**Aim**

1. The aim of this plan is to provide a reference tool for the actions required during or immediately following during the instance of an emergency or incident that threatens to disrupt normal business activities.
2. An emergency and incident are a situation or event that may cause injury, loss of life, destruction of property, or cause the loss of the company’s normal business operations to which would pose a threat.
3. The plan aims to minimize the effect an emergency or incident may have on members of staff, the company’s equipment, or premises and identify actions that may be taken to reduce any risks.

**Business critical processes**

1. This Continuity Plan applies to the following business functions.
2. The applied recovery team will utilize the necessary resources to restore and resume functions, in order of the highest priority based on the impact on the business.
3. A Higher priority function is used for the restoration of the processes that are deemed to be business critical for the performance of the company and to reach its objectives.
4. The following list aims to provide a guide to the Recovery team to restore functionality of the business:

**Critical Business Function:** [INSERT CRITICAL FUNCTION]

1. To initiate the recovery plan for this business function, the function is expected to be interrupted or delayed for [INSERT HOURS].
2. Description of function: [INSERT DESCRIPTION].
3. Potential threat(s) to this function: [HIGHLIGHT POTENTIAL THREATS].
4. Recovery procedures: [HIGHLIGHT RECOVERY PROCEDURE].
5. Required resources: [HIGHLIGHT REQUIRED RESOURCES].

**High-priority business function:** [INSERT HIGH PRIORITY BUSINESS FUNCTION]

1. To initiate the recovery plan for this business function, the function is expected to be interrupted or delayed for [INSERT HOURS].
2. Description of function: [INSERT DESCRIPTION].
3. Potential threat(s) to this function: [HIGHLIGHT POTENTIAL THREATS].
4. Recovery procedures: [HIGHLIGHT RECOVERY PROCEDURE].
5. Required resources: [HIGHLIGHT REQUIRED RESOURCES].

**Medium-priority business function:** [INSERT MEDIUM-PRIORITY BUSINESS FUNCTION]

1. To initiate the recovery plan for this business function, the function is expected to be interrupted or delayed for [INSERT HOURS].
2. Description of function: [INSERT DESCRIPTION].
3. Potential threat(s) to this function: [HIGHLIGHT POTENTIAL THREATS].
4. Recovery procedures: [HIGHLIGHT RECOVERY PROCEDURE].
5. Required resources: [HIGHLIGHT REQUIRED RESOURCES].

**Low-priority business function:** [INSERT LOW-PRIORITY BUSINESS FUNCTION]

1. To initiate the recovery plan for this business function, the function is expected to be interrupted or delayed for [INSERT HOURS].
2. Description of function: [INSERT DESCRIPTION].
3. Potential threat(s) to this function: [HIGHLIGHT POTENTIAL THREATS].
4. Recovery procedures: [HIGHLIGHT RECOVERY PROCEDURE].
5. Required resources: [HIGHLIGHT REQUIRED RESOURCES].

**Recovery Team Members**

In the event the Business Continuity Plan is required, the following recovery team members are responsible for restoring and maintaining business continuity to minimize the potential risk of business interruption.

1. **Recovery team lead**
   1. Name:
   2. Role in the organization:
   3. Phone number:
   4. E-mail:
   5. Description of responsibilities:
2. **Alternate team lead**
   1. Name:
   2. Role in the organization:
   3. Phone number:
   4. E-mail:
   5. Description of responsibilities:
3. **Recovery Team member(s)**
   1. Name:
   2. Role in the organization:
   3. Phone number:
   4. E-mail:
   5. Description of responsibilities:
   6. Name:
   7. Role in the organization:
   8. Phone number:
   9. E-mail:
   10. Description of responsibilities:
   11. Name:
   12. Role in the organization:
   13. Phone number:
   14. E-mail:
   15. Description of responsibilities:
4. **Customer communications team member**
   1. Name:
   2. Role in the organization:
   3. Phone number:
   4. E-mail:
   5. Description of responsibilities:

**External Responsibilities**

1. If the Business Continuity Plan is required, [INSERT RESPONSIBLE INDIVIDUAL] is responsible for keeping partners/vendors up to date on the company’s status.
2. [INSERT RESPONSIBLE PERSON’S NAME] details:
   1. Role:
   2. Contact Number:
   3. Email:
3. Partner/Vendor
   1. name:
   2. Contact number:
   3. Email:
4. Partner/Vendor
   1. name:
   2. Contact number:
   3. Email:
5. Partner/Vendor
   1. name:
   2. Contact number:
   3. Email:

**Internal Responsibilities**

1. [INSERT TEAM MEMBER NAME] is responsible for updating the Employees on any business updates regarding the Continuity Plan.
2. Details:
   1. Name:
   2. Role:
   3. Contact Number:
   4. Email:

**Relocation**

1. This strategy will be used in the event of a natural disaster or a situation where the usual business space is unable to be used:
   1. [HIGHLIGHT STRATEGY OF RELOCATION].
2. Resource requirements:
   1. [HIGHLIGHT RESOURCE REQUIREMENTS].

**Review**

1. This Business Continuity Plan will be reviewed regularly, with a full update on an [ANNUAL OR HIGHLIGHT REVIEW BASIS] basis, or where it may be required when a significant change to the business occurs.

**Testing**

1. The plan will next be tested in [INSERT DETAILS OF TESTING] or earlier in the event there is a significant change to the business.
2. [INSERT ANY FURTHER INFORMATION REGARDING TESTING].

**Plan Deactivation**

1. The Recovery Team is responsible for the deactivation of this Business Continuity Plan. The deactivation procedure is highlighted below:
   1. [HIGHLIGHT DEACTIVATION PROCEDURE TO FOLLOW].

**Assumptions**

1. This Business Continuity Plan will cover:
   1. For the first 24 hours following an incident;
   2. For 2-7 days following an incident; and
   3. 8-14 days following an incident.
   4. Any longer periods will be developed within 14 days on an incident.
2. Key personnel are trained in their emergency response and are capable to conduct this Business Continuity Plan.
3. The following preventative controls are operational at the time of a triggering event:
   1. [HIGHLIGHT PREVENTATIVE CONTROLS E.G. POWER SUPPLIES, BACKUPS AND SPECIALISED EQUIPMENT].
4. The Continuity Plan does not apply to the below scenarios:
   1. [INSERT DETAILS].