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Business Continuity Plan Template

(include name of organization, logo etc)

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Business Name: << Insert relevant name >>

Address: << Insert relevant company address >>

Web/email/telephone: << Insert relevant contact details >>

This Business Continuity Plan (BCP) is a strategic document that is constantly monitored and updated to meet changing business needs.

The person with overall responsibility for this BCP is << Insert relevant name >>

This BCP was last tested on << Insert date >>

This BCP has been distributed to << Insert relevant personnel >>.

Copies of this BCP are held at << Insert relevant location(s) where each BCP is held >>.

Our off-site recovery location is << Insert relevant location(s) where business can move to if required >>.

Our premises were last tested for << Insert date >>.

Our emergency evacuation procedure was last tested on << Insert date >>.

Our security system was last tested on << Insert date >>.

Potential Incidents:

It is useful to set out at the beginning of the BCP what the potential risks to the business are and in each case what the level of risk is for each potential incident.

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The following potential incidents could occur:

- << Insert relevant potential incident >> high/medium/low) >>
- << Insert relevant potential incident >> high/medium/low) >>
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- << Insert relevant potential incident >> high/medium/low) >>
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Business Impact Analysis:

To prepare your business to cope with an incident, below is a Business Impact Analysis of your business' key products and services and how each would be impacted by an incident within particular critical time frames.

Key Product(s) & Service(s)	
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Effect on Service:

Time Frame	Effect on Service (if any) and impact on business (if any) of a specified disruption)
First hour	
First 24 hours	
24-48 hours	
Up to 1 week	
Up to 2 weeks	
Beyond 2 weeks	

Resources required for recovery:

Time Frame	Resources required for recovery (if any)	Relocation required?
First hour		
First 24 hours		
24-48 hours		
Up to 1 week		
Up to 2 weeks		
Beyond 2 weeks		

A Business Impact Analysis such as this should be done for each potential incident that the business identifies as the

incident (those listed above), set out the business' key products and services and how each would be impacted by an incident within particular critical time frames.

done for each potential incident and the impact of each incident will be different for each incident.

Recovery Action Plan

Based on the above BIA, the tasks that need to be done to recover and within what time frame, should be

Task	Detail	s/Contact	Completed (?)
First hour • • •			
First 24 hours • • •			
24-48 hours • • •			
Up to 1 week • • •			
Up to 2 weeks • • •			
Beyond 2 weeks • • •			

Staff Contact Details

It is useful to have a full list of all s event of an incident.

[illegible]

Key staff – roles & responsibilities

In the event of a specified incident, staff should be assigned specific roles & responsibilities. This should be recorded below. Staff should be fully up to date in their assigned roles & responsibilities. Staff should also be recorded below.

Name	Role

Staff should be assigned specific roles & responsibilities. This should be recorded below. Staff should be fully up to date in their assigned roles & responsibilities. Staff should also be recorded below.

Date relevant training last received

Business contact details – suppliers
Identifying key customers and suppliers is a key part of business continuity planning. Their contact details should be set out below.

Supplier/customer	Contact Details

Alternative Supplier Details
In the event that the supply chain is disrupted, the business must be able to quickly identify alternative suppliers. These should be set out below.

Company	Contact Details

Other useful telephone numbers
In the event of an incident it is useful to have a list of key telephone numbers of companies, quickly to hand. This will include the company's own location or a different location.

Company/Account Details	Telephone Number(s)

Insurance Details

This section of the BCP will help to place given the nature of the potential BCP and the details of its policies

Whether it has sufficient insurance in lighted at the beginning of the contact insurers following an incident.

Company	Contact		Policy Details

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Additional Notes

Any other additional information should be included here.

We will review and update our business continuity plan < Insert time frame >>

Include any additional notes here:

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