

*Insert
Corporate
logo*

Insert name of company

Business Continuity Plan

Date: _____

Introduction

Distribution List

Copy Number	Name	Location
001		
002		
003		
004		
005		
006		

Approved by.....Date.....

If you have any suggested changes to this plan, please notify

References and related documents

Document Title

1. Aim of this Plan

To prepare this business to cope with the effects of an emergency.

Objectives

- To define and prioritise the Critical Functions of the business
- To analyse the emergency risks to the business
- To detail the agreed response to an emergency
- To identify Key Contacts during an emergency

2. Notification

Include details of how your plan will be activated and your call out procedure.

3. Business Impact Analysis

Critical Function:	
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Effect on Service:

Time	Effect on Service:
First 24 hours	<ul style="list-style-type: none"> • • •
24 – 48 hours	<ul style="list-style-type: none"> • • •
Up to 1 week	<ul style="list-style-type: none"> • • •
Up to 2 weeks	<ul style="list-style-type: none"> • • •

Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required	Data required
First 24 hours			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
24 – 48 hours			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
Up to 1 week			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
Up to 2 weeks			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

Business Impact Analysis

Critical Function:	
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Affect on Service:

Time	Affect on Service:
First 24 hours	<ul style="list-style-type: none"> • • •
24 – 48 hours	<ul style="list-style-type: none"> • • •
Up to 1 week	<ul style="list-style-type: none"> • • •
Up to 2 weeks	<ul style="list-style-type: none"> • • •

Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required	Data required
First 24 hours			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
24 – 48 hours			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
Up to 1 week			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
Up to 2 weeks			<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

(Please repeat as necessary)

4. **Critical Function Priority List**

Priority	Critical Function
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

This list can be used during an emergency to assist your decision making when compiling an Action Plan as to which function needs to be reinstated first.

5. Hazard Analysis Table

Risk Matrix Score

A = HIGH Likelihood and HIGH Impact

B = LOW Likelihood and HIGH Impact

C = HIGH Likelihood and LOW Impact

D = LOW Likelihood and LOW Impact

Hazard	Impact	Mitigation in Place	Mitigation possible	Risk Matrix Score
Flooding	• • • •	• • • •	• • • •	
IT Failure	• • • •	• • • •	• • • •	
Loss of electricity	• • • •	• • • •	• • • •	
Fire	• • • •	• • • •	• • • •	
Loss of premises	• • • •	• • • •	• • • •	
Access denied by Emergency Services	• • • •	• • • •	• • • •	
Significant loss of staff	• • • •	• • • •	• • • •	
	• • • •	• • • •	• • • •	

6. Emergency Response Checklist for use during an emergency

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage and liaise with insurers:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

8. Log Sheet

Date	Time	Information / Decisions / Actions	Initials