

**Business Continuity Plan Template for [Company]**

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# Company Information

|  |  |
| --- | --- |
| Company Name | [Company] |
| Street Address |  |
| Street Address Line 2 |  |
| City |  |
| State |  |
| Zip Code |  |
| Web Address |  |

# 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.

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# Relocation Strategy

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# 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.

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| --- |
|  |

1.
2.
3.
4.

# Recovery Plan

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. |

1. 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 Operations

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

## Transition to Primary Site

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

# Records Backup

|  |
| --- |
|  |

# Restoration Plan

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| --- |
|  |

# Recovery Teams

[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

[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.

|  |
| --- |
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## 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

# Revision History

|  |  |  |
| --- | --- | --- |
| Date of Change | Responsible | Summary of Change |
| Date | [Company] Policy Team | What did you do? |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prepared By |  | Title |  | Date |  |
| Approved By  |  | Title |  | Date |  |