

BUSINESS CONTINUITY PLAN OUTLINE

A “business continuity plan” (BCP) is a process that outlines the potential impact of disaster situations, creates policies to respond to them and helps businesses recover quickly so they can function as usual. A BCP is generally created in advance of a disaster and involves the company’s key stakeholders. The main goal of a BCP is to protect personnel and assets, both during and after an emergency. Use this outline to guide the creation of your own business continuity plan.

1. Cover Page

- Your organization’s logo
- Name of your organization
- “Business Continuity Plan” Title
- Version Number (i.e. Version 1.0)
- Date of most recent revision
- Author(s)

2. Table of Contents

- Company Information
- Introduction
- Business Continuity Strategies
- Incident Response Protocols
- Critical Tasks to Business Resumption
- Plan Specifications
- Recovery Teams
- Recovery Procedures
- Appendices

3. Company Information

- Company name
- Name of Business Continuity Manager
- Contact information for Business Continuity Manager
- Department(s)
- Address
- Number of staff
- Minimum number of staff
- Issue date
- Review date

4. Introduction

- Directions on how to use the plan
- Objectives
- Scope
- Strategy
- Assumptions
- Maintenance of the plan
- Plan testing procedures
- Plan training procedures
- Plan distribution list

5. Business Continuity Strategies

- Introduction
- Business function recovery priorities
- Relocation strategies
- Alternate business sites
- Recovery plan phases
- Vital records backup
- Protection of vital records
- Protection of hardcopy files, forms and supplies
- Online access to the organization’s computer systems
- Mail and report distribution strategy

6. Incident Response Protocols

- Disaster declaration procedures
- Crisis management team information
- Emergency notification procedures
- Evacuation procedures (situation-specific)
- Emergency contact information
- Local emergency response team information

7. Critical Tasks to Business Resumption

- Day 1 tasks
- Day 2 tasks
- Days 3-7 tasks
- Week 2 tasks
- Week 3 tasks
- Weeks 4 (and beyond) tasks

8. Plan Specifications

- Hardware requirements
- Software requirements
- Office equipment inventory
- Vital records inventory
- Vendor contacts
- Insurance information
- Testing procedures
- Training procedures
- Maintenance procedures
- Floor plans
- Network diagrams and related documents
- Employee list(s)

9. Recovery Teams

- Purpose and objective
- Recovery team descriptions
- Team contact information
 - Team responsibilities
 - Administration Team
 - Building Management Team
 - Business Continuity Coordinator
 - Emergency Response Team
 - Finance and Purchasing Team
 - Human Resources Team
- Recovery team assignments
- Personnel notification
 - IT Recovery Team
 - Legal Team
 - Operations Team
 - Risk Management Team
 - Safety and Security Team
 - Communications Team

10. Recovery Procedures

- Purpose and objective
- Recovery activities and tasks
 - Disaster occurrence
 - Plan activation
 - Alternate site operations
 - Transition to primary operations

11. Appendices

- Alternate site accommodations information
- Alternate site recovery resource requirements
- Alternate site transportation information
- Business impact analysis
- Computer system reports
- Critical software resources
- Desktop computer configurations
- Emergency operations center locations
- Employee telephone lists
- Forms and supplies
- Recovery priorities for critical business functions
- Recovery tasks lists
- Severity impact assessments
- Vendor lists
- Vital records