

EXAMPLE BUSINESS CONTINUITY PLAN TEMPLATE

[Business name]

[address]

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EXAMPLE - BUSINESS CONTINUITY PLAN

Immediate Action

This business plan is based on a major incident such as the destruction of the building. It can be easily adapted for less severe situations, in which case it may not be necessary to complete all the initial tasks below:

- Alert key members of staff
- Agree with key staff the activities needed and implement recovery plan
- Advise other staff of when and where to report
- Notify key contacts (suppliers/customers)
- Establish the immediate business needs
- Maintain a log of all decisions /events / action taken
- Consider working arrangements for staff
- Notify your insurers
- Alert IT contact (if necessary)

COMPANY DETAILS

Staff Contact Numbers

NAME	HOME	MOBILE	OTHER

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Plan Distribution List

COPY NUMBER	NAME	LOCATION

Business Contact List

This list contains details of important business contacts. Where it is necessary for personal contact to be made, it will include key customers and key suppliers.

COMPANY	CONTACT NAME	TELEPHONE NUMBERS

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Action Plan

This plan contains a list of tasks that are essential to the successful recovery of the business.

TASK	DETAIL	INSTRUCTIONS/ CONTACT NUMBERS	COMPLETED

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Alternative Suppliers

COMPANY	CONTACT	CONTACT NUMBERS

Key Business Functions (In order of priority)

1.	
2.	
3.	
4.	
5.	
6.	
7.	

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Offsite Recovery Location

LOCATION	CONTACT NAME	CONTACT NUMBERS

Back Up Information / Equipment

BACK UP COMPUTER RECORDS / DATA LOCATION:	
CRITICAL PAPER RECORDS / INFORMATION LOCATION:	
EMERGENCY PACK LOCATION:	

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Cascade

This list ensures that all key members of staff are contacted and made aware of the incident, make sure that a record of all those contacted and those not contacted is kept.

.....Will contact

NAME	NUMBERS

.....Will contact

NAME	NUMBERS

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Initial Recovery Log

Maintaining this log will provide a record of all events, actions/decisions taken, it should include the names of those instructed, timings and actions taken

DATE	TIME	INFORMATION / DECISIONS / INSTRUCTIONS / ACTIONS	INITIALS

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TOP TEN TIPS

- Back up data regularly and store copies off site in a secure place. Low cost back up options include CD writers or DAT tape recorders. Practice restoring the data in an IT system other than your own to ensure it works.
- Ensure that important paper documents, such as contracts and employee information, are protected. Make copies and use fire resistant and waterproof storage containers.
- Keep a list of contact details for your staff, customers and suppliers off site so that you can contact them in the event of an incident. Also keep a list of emergency contacts for staff.
- Be clear about what your insurance policies cover and what they don't so that there are no nasty surprises when you subsequently make a claim. Keep copies of the relevant policies off site so that you know immediately what to do in the event of an incident.
- Review your insurance cover regularly to ensure it keeps pace with any changes in the business.
- Identify your business critical activities and set out the tasks needed to restore them and resume trading off site. Identify the core resources that support your critical activities and consider how you would source replacements.
- Have an emergency pack, which will include your business recovery plan, as well as a first aid kit, mobile telephone, and masks to protect against fumes and dust.
- Make an inventory of equipment, materials, products and any other assets to give you an overview of the business. This will make it easier to work out losses and identify gaps in core resources after an incident.
- Make arrangements for a temporary base - you may not be able to operate from your existing premises for weeks or even months, depending on the type of disaster. Remember any site must comply with health and safety rules.
- Test the feasibility of your plan and review it once a year to keep it current. Tasks in the plan should be assigned to designated people. Being organised is a vital part of incident recovery.

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FURTHER ADVICE / INFORMATION

This leaflet is designed to raise your awareness and provide some basic information to help you start thinking about BCM, and is not designed to be a definitive document in anyway, please seek additional advice and information from the various sources below:

You can find extensive additional information on this subject from the following sources:

Business Continuity Institute

www.thebci.org

Business Link - Prepare your Business for Disaster

www.businesslink.gov.uk

DTI - Information for Business

www.fco.gov.uk

MI 5 - Security Advice for Businesses

www.mi5.gov.uk

Small Business Service

www.sbs.gov.uk

UK Resilience - Communicating Risk, a toolkit

You can also try contacting your insurance company who may be able to provide additional information, support or guidance.

For issues arising from this document please contact:

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Acknowledgment: Basildon District Council

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Disclaimer

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