

*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"> <li>•</li> <li>•</li> <li>•</li> </ul>
24 – 48 hours	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Up to 1 week	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Up to 2 weeks	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

#### Resource Requirements for Recovery:

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

# Business Impact Analysis

Critical Function:	
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## Affect on Service:

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

(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