

***Company
logo***

Insert name of company

Business Continuity Plan

Date		Version	
Author			
Address			
Telephone Number			
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1. Distribution List

Copy Number	Name	Location
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2. References and related documents

Document Title

3. Aim of this Plan

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

4. 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

5. Business Impact Analysis

Critical Function:	
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Affect on Service:

Time	Affect on Service :
First 24 hours	
24 – 48 hours	
Up to 1 week	
Up to 2 weeks	

Resource Requirements for Recovery:

Time	No. of staff	Relocation?	Resources required	Data required
First 24 hours				
24 – 48 hours				
Up to 1 week				
Up to 2 weeks				

6. Hazard Analysis Table

Hazard	Likelihood	Impact	Risk Matrix Score (L/M/H)	Mitigation in Place	Mitigation Required
Flooding					
Fire					
Loss of key staff					
Telephone failure					
Loss of electricity					
IT Failure					

Risk Matrix Score

Impact	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		Likelihood		

7. Critical Function Priority List

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

8. Emergency Response Checklist - For use during an emergency

- Start a log of actions taken:

- Liaise with Emergency Services:

- Identify any damage:

- 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:

10. Log Sheet

Name	
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Date	Time	Information / Decisions / Actions	Reasons for actions (if applicable)

Notes on completion of BCP

Note. This document is a general indication only of the elements organisations might wish to include in a business continuity plan. The activities and size of your particular business will dictate the level of business continuity planning you will need. Organisations are advised to consider seeking professional assistance in preparing a business continuity plan and not to rely on this document alone.

Page 1

Insert company logo and name in the spaces provided. At the foot of the page it is essential that the date and version (e.g. version 1) are included. Subsequent updates should be redated and the version updated (e.g. version 2). It is important that all recipients of the plan have the same version copy.

Page 2

Distribution List

All recipients of the plan should be listed

References and related documents

Any documents referred to or having a bearing on your plan should be listed as a cross-reference. Such documents might include health and safety policies, building evacuation procedures or other emergency procedures.

Page 3

Business Impact Analysis

A business impact analysis is an assessment of the impacts on your business in the event of your losing certain critical components of your organisation.

A single page has been included in the draft, but additional pages should be added for each separate critical function.

Critical functions of your business should be identified separately. It is for you to determine what your critical functions are and will depend entirely on the type and scale of your business. However, these could include the payment of staff wages, the operation of an important piece of plant or machinery etc.

Page 4

Hazard Analysis

A hazard analysis looks at the risk associated with certain events. This helps you to prioritise the risks to your business and address the higher risks as a priority.

In the first table look at all the possible hazards associated with your business. A few examples have been given, but there will be more. In the "likelihood" column insert high, medium or low according to how you perceive the likelihood of such an incident happening. For example, if you live close to a river, the likelihood of flooding might be high, whereas if you are located on high ground it will be low. In the impact column you will need to assess what the impact on your

business would be. Using the flooding example again, although the likelihood might be low, should your business be flooded the impact could be high.

Using the Risk Matrix Score table on the same page, complete the next column with the relevant risk score.

When you have completed the process you will have identified what are the highest risks to you business and you can address these first.

The next column (mitigation in place) should be completed with details of any steps you have taken to reduce the risk of such an event affecting your business. The final column (mitigation required) should include any steps you have identified which you could take which could reduce the risk even further.

Page 5

Critical Function Priority List

You will already have identified all the critical functions of your business in the business impact analysis. In this list you should prioritise your functions. This can then be used during an emergency to assist your decision making when compiling an action plan as to which function needs to be reinstated first.

Page 6

Emergency Response Checklist

This page outlines a very basic checklist / action plan when an emergency occurs. You will need to expand on this significantly to tailor it to your particular business.

Page 7

Key Contacts

Maintenance of a list of key contacts, both within your business and outside, is critical. This should include other companies who might be able to assist you in times of emergency.

Page 8

Log Sheet

Any of your staff involved in the response to an incident affecting you business should maintain a record of the actions they have taken...and why! This may assist with subsequent insurance claims etc.