**PART ONE: BUSINESS CONTINUITY FRAMEWORK**

| **BUSINESS IMPACT ANALYSIS** |  | **RECOVERY STRATEGIES** |  | **PLAN DEVELOPMENT** |  | **TESTING & EXERCISES** |
| --- | --- | --- | --- | --- | --- | --- |
| Assess the potential factors that could harm your business and create a business impact analysis (BIA). Review the BIA with senior management and key stakeholders to ensure visibility. |  | Identify and document all resource requirements based on the BIAs. Determine a plausible recovery strategy based on the needs of the business and the BIA, and document and implement that strategy in Part 2 below. |  | Develop the business continuity plan framework: establish and organise recovery teams, and develop a relocation plan in case of disruption or disaster. Gain upper management approval upon completion. |  | Create a test plan and conduct exercises, drills or simulations to test that the business continuity plan works successfully. Update the BCP as needed based on the tests and exercises. |

**PART 2: BUSINESS CONTINUITY PLAN**

| **VERSION HISTORY** |
| --- |
| **VERSION** | **APPROVED BY** | **REVISION DATE** | **DESCRIPTION OF CHANGE** | **AUTHOR** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| --- | --- | --- | --- | --- | --- |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

# TABLE OF CONTENTS

[1. BUSINESS FUNCTION RECOVERY PRIORITIES](#_1fob9te) X

[2. RELOCATION STRATEGY](#_3znysh7) X

[3. ALTERNATE BUSINESS SITE](#_2et92p0) X

[4. RECOVERY PLAN](#_tyjcwt) X

[5. RECOVERY PHASES](#_3dy6vkm) X

[A. DISASTER OCCURRENCE](#_1t3h5sf) X

[B. PLAN ACTIVATION](#_4d34og8) X

[C. ALTERNATE SITE OPERATION](#_2s8eyo1) X

[D. TRANSITION TO PRIMARY SITE](#_17dp8vu) X

[6. RECORDS BACKUP](#_3rdcrjn) X

[7. RESTORATION PLAN](#_26in1rg) X

[8. RECOVERY TEAMS](#_lnxbz9) X

[A. TEAM ROLES](#_35nkun2) X

[B. TEAM CONTACTS](#_1ksv4uv) X

[C. TEAM RESPONSIBILITIES](#_44sinio) X

[D. DEPARTMENTAL RECOVERY TEAMS](#_2jxsxqh) X

[9. RECOVERY PROCEDURES](#_z337ya) X

[A. POTENTIAL RECOVERY PROCEDURE](#_3j2qqm3) X

[10. APPENDICES](#_1y810tw) X

[A. EMPLOYEE CONTACT LIST](#_4i7ojhp) X

[B. RECOVERY PRIORITIES](#_2xcytpi) X

[C. ALTERNATE SITE RESOURCES](#_1ci93xb) X

[D. EMERGENCY OPERATIONS CENTER (EOC) LOCATIONS](#_3whwml4) X

[E. VITAL RECORDS](#_2bn6wsx) X

[F. VENDOR LISTS](#_qsh70q) X

[G. IT SYSTEM REPORTS & RESOURCES](#_3as4poj) X

[H. ALTERNATE SITE TRANSPORTATION INFORMATION](#_1pxezwc) X

[I. IMPACT & RISK ASSESSMENTS](#_49x2ik5) X

[J. BUSINESS IMPACT ANALYSIS](#_2p2csry) X

[K. RECOVERY TASK LISTS](#_147n2zr) X

[L. OFFICE RECOVERY PLAN](#_3o7alnk) X

# 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.

|  |
| --- |

# RELOCATION STRATEGY

|  |
| --- |

# ALTERNATE BUSINESS SITE

List 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. In the case of either a disaster or a disruption, this strategy should include both short-term and long-term relocation sites.

|  |
| --- |

# RECOVERY PLAN

|  |
| --- |

# RECOVERY PHASES

These are the activities you need most in order to continue business operations - the recovery plan should target these essential business functions.

DISASTER OCCURRENCE STATEMENT:

| *The company officially declares a disaster and makes the decision to activate the rest of the recovery plan.* |
| --- |

## 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 (where necessary).* |
| --- |

## ALTERNATE SITE OPERATION

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

## TRANSITION TO PRIMARY SITE

| *This phase continues until the company can move business operations back to the original business site.*  |
| --- |

# RECORDS BACKUP

|  |
| --- |

# RESTORATION PLAN

The restoration plan addresses facilities disruptions or disasters that would affect all records vital to the continuation of business operations. In order to plan for such occurrences, the disaster recovery and IT teams must maintain, control, and periodically check on these essential records. Be sure to back up and store the most critical files at an offsite location.

|  |
| --- |

# RECOVERY TEAMS

Establish recovery teams and divide the participants into appropriate groups based on job role and title. Designate a team leader for each team and assign 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, Communication Team, Human Resources Team, Administration Team, Emergency Response Team, Information Technology Recovery Team |
| --- |

# RECOVERY PROCEDURES

List the specific activities and tasks to perform in order to recover normal and critical business operations. Describe each strategy by enumerating a specific set of recovery activities and tasks.

|  |
| --- |

## POTENTIAL RECOVERY PROCEDURE

* + 1. Disaster Occurrence
		2. Notification of Management
		3. Preliminary Damage Assessment
		4. Declaration of Disaster
		5. Plan Activation
		6. Relocation to an 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 the Primary Site

# APPENDICES

This section lists all the appendices you need to carry out a BCP:

## Employee Contact List

## Recovery Priorities

## Alternate Site Resources

## Emergency Operations Center Locations

## Vital Records

## Vendor Lists

## IT System Reports & Resources

## Alternate Site Transportation Information

## Impact & Risk Assessments

## Business Impact Analysis

## Recovery Task Lists

## Office Recovery Plan