BUSINESS CONTINUITY PLAN

Company name
Company website

VERSION   Date
DATE: Date

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION / NOTES**	**AUTHOR**

PREPARED BY		**TITLE**		**DATE**	
APPROVED BY		**TITLE**		**DATE**	

CONTENTS

1. PRIORITIES - BUSINESS FUNCTION RECOVERY

A disaster recovery team will use this strategy for recovering essential business operations at alternative location sites. IT functions are restored by the information system and IT teams according to critical business functions.

2. STRATEGY FOR RELOCATION

3. ALTERNATIVE BUSINESS SITES

Organizations use alternative business sites and strategies for relocation in a disaster or disturbance that can prevent the perpetuation of the business processes at the original website. The strategies must include both short and long-term relocation sites when any disruption arises.

4. PLAN OF RECOVERY

5. PHASES OF RECOVERY

These activities are required most for the continuation of the business. Similarly, the recovery plan must aim for these crucial business functions. This sequence is how the recovery plan must proceed:

A. DISASTER DECLARANCE

When a disaster happens, the company first needs to declare it and make the decision to activate the recovery plan.

B. ACTIVATION OF THE PLAN

The business launches the business continuity plan at this phase. It continues until the company has set up and secured an alternative worksite, and the business operations are relocated.

C. OPERATIONS ON ALTERNATIVE SITE

This phase is active until the primary facility is secured and restored by the business.

D. SHIFT BACK TO PRIMARY SITE

This phase continues until the business operations are moved back appropriately to the original site by the company.

6. BACKUP OF RECORDS

7. PLAN TO RESTORE

IT professionals of the disaster recovery teams control, maintain, and check on all the records that are crucial for the perpetuation of business operations. These records can be affected by disasters or facility disruptions. The teams back up and store essential files to an offsite location.

8. TEAMS RESPONSIBLE FOR RECOVERY

The company sets up recovery teams and categorizes the participants into appropriate groups according to the job role and title. A team leader is designated for each team by the organization. A certain role or duty is assigned to the rest of the members of the team.

A. JOB ROLES IN THE TEAM

Team member, Team Leader, Backup Team Leader

B. CONTACTS OF THE TEAM

Contacts are stored in the Contacts List Appendix

C. RESPONSIBILITIES OF THE TEAM

Admin/Finance, PR/HR Officer, Incident Commander, Legal/Contacts, Information Technology

D. TEAMS RESPONSIBLE FOR DEPARTMENTAL RECOVERY

EOC Administration Team, ECO Communications Team, Information Technology Recovery Team, Business Continually Coordinator, EOC Human Resources Team, Emergency Response Team

9. RECOVERY PROCEDURE

The company notes down the specific tasks and activities required for recovering standard and critical business operations. It describes all strategies by specifying the precise set of activities and tasks required for appropriate recovery.

A. POTENTIAL PROCEDURE OF RECOVERY

i.	Disaster Taking Place
ii.	Notification to the Management
iii.	Preliminary Assessment of Damage
iv.	Disaster Declaration
v.	Activation of plan
vi.	Relocation to Alternative Sites
vii.	Temporary Procedure Implementation
viii.	Communication Establishment
ix.	Data Restoration Process and Communication through Backup Location
x.	Alternate Site Operations Commencement
xi.	Work Management
xii.	Transition to Primary Operations
xiii.	Termination of Alternative Site Procedure

xiv.   Relocation of Resources to Original Site

10.   APPENDICES

All the appendices required for carrying out a BCP are listed in this section. The appendices include:

A. **LIST OF EMPLOYEE CONTACT**

B. **PRIORITIES FOR RECOVERY**

C. **ALTERNATIVE SITE RESOURCES**

D. **EOC LOCATIONS (EMERGENCY OPERATIONS CENTER)**

E. **CRUCIAL RECORDS**

F. **LISTS OF VENDORS**

G. **RESOURCES AND REPORTS OF IT SYSTEMS**

H. **INFORMATION ABOUT TRANSPORTATION TO ALTERNATIVE SITE**

I. **RISK ASSESSMENTS AND IMPACT**

J. **ANALYSIS OF IMPACT OVER BUSINES**

K. **LISTS OF RECOVERY TASKS**

L. **PLANS FOR OFFICE RECOVERY**

DISCLAIMER