

**Business Continuity Plan Template**

**Company Name:**

**Street Address:**

**Web address:**

**VERSION:**

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1. Scope:

Define the scope and aim of your business continuity plan.

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1. Goals and Objectives:

List the goals and objectives of the plan.

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1. Key Business Functions and Recovery Priorities:

Information listed here is used to recover essential business process. Information should include key process, IT systems, and data backups.

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1. Business Impact Analysis:

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1. Recovery Priorities:

Define and list your business recovery priorities.

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1. Recovery Teams:

Define the scope and aim of your business continuity plan.

Team Roles:

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Team Responsibilities:

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Team Contact Details

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1. Recovery Plan:

Define the activities needed to allow your business to continue. Include a list of recovery tasks.

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1. IT Systems Resources:

List the IT systems and resources needed for your recovery plan.

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1. Office Recovery Plan:

Define your office recovery plan.

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1. Maintenance Protocols:

List the protocols for maintenance of your business continuity plan.

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1. Employee Contact List:

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1. Emergency Operations Centre Locations:

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1. COVID-19 Guidelines:

This section should focus on the precautions and processes put in place to prepare the business for the impact of the COVID-19 pandemic. Your business continuity plan should already cover pandemics. For this template example, we’re focusing on the impact of the current COVID-19 pandemic.

COVID-19 Risks:

List the potential risks your business may face during the COVID-19 pandemic. Include reasons and solutions to mitigate these risks.

Remote Working Policies:

If your business shuts down, you may need to establish remote working policies. In this section, list the tools, technology, costs, and software required to set up remote working.

Communication During the COVID-19 Pandemic:

List the different communication channels your business will make use of during the pandemic. This should include details for communication with customers, employees, senior management, suppliers, and partners and investors.

Key Business Functions:

Identify the key business functions that need to be prioritized during the pandemic.