Business Continuity Plan

For

**BUSINESS NAME**

Revised DATE

**Prepared by**



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## 1 – About this Business Continuity Plan

This Business Continuity Plan (BCP) has been developed to provide vital information for reconstructing information systems and operations should a disaster or other occurrence effect damage to the data, systems, or physical locations BUSINESS NAME relies on. The management team listed below should be contacted immediately to enact this plan entirely or in part.

This plan is effective for DATE but should be updated at least annually to include updated details on related systems, personnel, phone numbers, and processes.

BCP MANAGEMENT TEAM

Name Title/Role Home Cell Office

TESTING

DR plan is to be tested yearly in MONTH shortly after review and update. A test summary will be provided after each yearly test and included in Section F ‘Test Summary Reports’

LOCATION OF THIS BCP

A minimum of three copies of this BCP shall be kept in existence and updated in synchronization. The location of the copies will be as follows:

## 2 – Recovery Tasks

In the event of the main site suffering a catastrophic loss several steps will have to be followed to restore normal operations.

**Short Term**

**Long Term**

## 3 – Information Systems Backup Information

BUSINESS NAME’S critical data can be categorized into several groups. Below are the details on where that data resides and how it is backed up:

## 4 – Business Operations Overview and Detail (Resumption)

## 5 – Business Continuity Plan Policy

It will be the policy of BUSINESS NAME to continually maintain and update this Business Continuity Plan. We will maintain, test, and update the plan on the following schedule:

* The plan will be reviewed on an annual basis (MONTH) and any updates deemed necessary at that point will be applied and approved.
* The plan will be tested on an annual basis shortly after the annual review process. Once tested, the plan will be updated as required based on the findings produced during the testing.

## 6 – Lists and Documentation

### Logical Network Diagram

### Software Used

The following is a description of the software BUSINESS NAME uses in its daily operations.

### External Resource Contact Information

All 3rd party vendors, suppliers, consultants that support the daily operations of BUSINESS NAME are listed below.

### Software Installation Codes And License Detail

### Network Hardware Inventory

**Servers**

**Workstations**

**Firewall & Network Equipment**

**Printers**

### DR Test Summary Reports