Business Continuity Plan

For

**BUSINESS NAME**

(Version)

***INSERT COMPANY LOGO***

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**Revision History:**

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| --- | --- | --- |
| Date of Change | Responsible | Summary of Change |
| January 2020 | i.e. - Manager | Template revision v1 |
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## 1 – About the 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

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 – Business Continuity Plan

**Company** must implement a written set of instructions focused on how to sustain mission/business processes during and after a disruption. **Company** shall develop a Business Continuity Plan for responding to an emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages IT resources that contain proprietary or sensitive information.

The Business Continuity Plan shall include the following components:

1. Identify key personnel and ensure the safety of and minimize injuries to staff during a disaster.
2. Establish communication channels and chains of command for decision-making and communication with employees.
3. Document and maintain an application and data criticality analysis to assess the relative criticality of specific applications and data in support of the continuity plan components.
4. Facility access procedures shall be developed, documented and maintained for access to support recovery efforts.
5. Continuity plan testing and revision procedures shall be developed, documented and periodically executed for verifying recovery capabilities. The BCP requires periodic monitoring reviews as modified or new procedures may be required to ensure effective recovery of services by all critical departments during any disaster.
6. A data backup plan shall be established, documented and implemented to create and maintain retrievable exact copies of company data.
7. Emergency access procedures shall be established, documented and implemented for the retrieval of key information during an emergency.
8. A disaster recovery plan shall be established, documented, implemented and tested to restore any loss of data in the event of a disaster.
9. An emergency mode operations plan shall be developed, documented and implemented to protect any sensitive or confidential information during emergency operations of business processes.

## 3 – Recovery Plan for Alternative Locations

This is the relevant information needed to continue recovery plans and normal business operations at an alternative or backup site. This “hot site” or “mobile site” is meant for temporary use while the main site is dealt with:

## 4 – Emergency Call Tree

These are the critical resources to be contacted immediately upon discovering an outage that will significantly disrupt systems or business:

## 5 – Lists and Documentation

### External Resource Contact Information

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

## 6 – Regulatory Reporting (if necessary)

Describes what regulation(s) **Company** is subject to: [*insert list of applicable federal, self-regulatory organization and state securities regulators.*] In the event of a Significant Business Disruption (SBD), **Company** will check with the *(insert regulators here)* and other regulators to determine which means of filing or reporting is required.