BUSINESS CONTINUITY PLAN OUTLINE

A "business continuity plan" (BCP) is a process that outlines the potential impact of disaster situations, creates policies to respond to them and helps businesses recover quickly so they can function as usual. A BCP is generally created in advance of a disaster and involves the company's key stakeholders. The main goal of a BCP is to protect personnel and assets, both during and after an emergency. Use this outline to guide the creation of your own business continuity plan.

1. Cover Page

- Your organization's logo
- Name of your organization
- "Business Continuity Plan" Title
- Version Number (i.e. Version 1.0)
- Date of most recent revision
- Author(s)

2. Table of Contents

- Company Information
- Introduction
- Business Continuity Strategies
- Incident Response Protocols
- Critical Tasks to Business Resumption
- Plan Specifications
- Recovery Teams
- Recovery Procedures
- Appendices

3. Company Information

- Company name
- Name of Business Continuity Manager
- Contact information for Business Continuity Manager
- Department(s)
- Address
- Number of staff
- Minimum number of staff
- Issue date
- Review date

4. Introduction

- Directions on how to use the plan
- Objectives
- Scope
- Strategy
- Assumptions
- Maintenance of the plan
- Plan testing procedures
- Plan training procedures
- Plan distribution list

5. Business Continuity Strategies

- Introduction
- Business function recovery priorities
- Relocation strategies
- Alternate business sites
- Recovery plan phases
- Vital records backup
- Protection of vital records
- Protection of hardcopy files, forms and supplies
- Online access to the organization's computer systems
- Mail and report distribution strategy

6. Incident Response Protocols

- Disaster declaration procedures
- Crisis management team information
- Emergency notification procedures
- Evacuation procedures (situation-specific)
- Emergency contact information
- Local emergency response team information

7. Critical Tasks to Business Resumption

- Day 1 tasks
- Day 2 tasks
- Days 3 -7 tasks
- Week 2 tasks
- Week 3 tasks
- Weeks 4 (and beyond) tasks

8. Plan Specifications

- Hardware requirements
- Software requirements
- Office equipment inventory
- Vital records inventory
- Vendor contacts
- Insurance information
- Testing procedures
- Training procedures
- Maintenance procedures
- Floor plans
- Network diagrams and related documents
- Employee list(s)

9. Recovery Teams

- Purpose and objective
- Recovery team descriptions
- Team contact information

- Recovery team assignments
- Personnel notification

  - Team responsibilities
  - Administration Team
  - Building Management Team
  - Business Continuity Coordinator
  - Emergency Response Team
  - Finance and Purchasing Team
  - Human Resources Team

  - IT Recovery Team
  - Legal Team
  - Operations Team
  - Risk Management Team
  - Safety and Security Team
  - Communications Team

10. Recovery Procedures

- Purpose and objective
- Recovery activities and tasks
  - Disaster occurrence
  - Plan activation
  - Alternate site operations
  - Transition to primary operations

11. Appendices

- Alternate site accommodations information
- Alternate site recovery resource requirements
- Alternate site transportation information
- Business impact analysis
- Computer system reports
- Critical software resources
- Desktop computer configurations
- Emergency operations center locations
- Employee telephone lists
- Forms and supplies
- Recovery priorities for critical business functions
- Recovery tasks lists
- Severity impact assessments
- Vendor lists
- Vital records
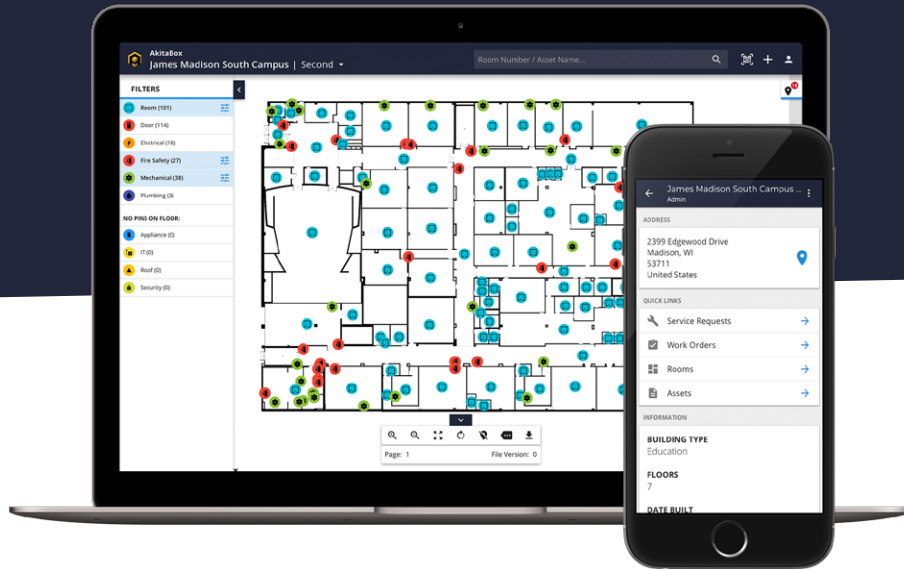
 AkitaBox

The Ultimate Software for Safety, Security and Risk Management in Your Organization's Buildings

AkitaBox is the leading facility management software provider dedicated to improving the way people manage and interact with the buildings they occupy. Founded in 2015, AkitaBox currently supplies facility management software and implementation services to over 250 million square feet of educational, commercial, healthcare and governmental organizations in the United States.

Our mission is to empower building teams to make data-driven decisions that impact the places we live, work and play. As a one-stop shop for data collection, location-based asset mapping, preventive maintenance management, document management and work order management, you are sure to find a solution that meets your needs.

With an à la carte service offering, AkitaBox works with you to identify the best solutions to meet your individual facility's needs. With custom-tailored training and support, our team of success managers will guide you through the entire process from start to finish in as little as 90 days.

To learn more, visit AkitaBox.com.