

# Business Continuity Plan

Organisation

[Name]

Plan owner

[Name, role]

Version / date

[1.0 / Date]

Next review

[Date]

## 1. Purpose and scope

This plan describes how [Organisation] will continue or restore its critical activities after a disruptive incident. It covers [sites/teams/services] and excludes [exclusions].

## 2. Plan activation

The plan may be activated by [names/roles] when an incident is expected to disrupt a critical activity for longer than its recovery time objective.

| Role           | Name | Deputy | Phone |
|----------------|------|--------|-------|
| Incident lead  |      |        |       |
| Communications |      |        |       |
| IT recovery    |      |        |       |
| Operations     |      |        |       |
|                |      |        |       |
|                |      |        |       |

## 3. First actions checklist

- ☐ Ensure everyone is safe and accounted for
- ☐ Assess the incident and likely duration
- ☐ Decide whether to activate the plan and record the time
- ☐ Start the call tree
- ☐ Brief staff, customers and suppliers using the communication plan
- ☐ Start the incident log

## 4. Critical activities and recovery strategies

| Critical activity | RTO | Minimum resources | Workaround / recovery strategy | Owner |
|-------------------|-----|-------------------|--------------------------------|-------|
|                   |     |                   |                                |       |
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|                   |     |                   |                                |       |
|                   |     |                   |                                |       |

## 5. Communication

Staff: [channel]. Customers: [channel]. Suppliers: [channel]. Media enquiries go to [name].

## 6. Return to normal

The incident lead confirms when normal operations can resume, arranges a debrief within [5] working days, and updates this plan.

## 7. Maintenance

This plan is reviewed every [12] months and after any activation, exercise or major change.

### Incident log

| Date/time | Event or decision | By | Action required |
|-----------|-------------------|----|-----------------|
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