BUSINESS CONTINGENCY PLAN

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**

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1. BUSINESS FUNCTION RECOVERY PRIORITIES

Disaster recovery teams use this strategy to recover essential business operations at an alternate location site. The information system and IT teams restore IT functions based on critical business functions.

2. RELOCATION STRATEGY

3. ALTERNATE BUSINESS SITE

An organization uses the alternate business site and relocation strategy in the event of a disaster or disruption that inhibits the continuation of the business processes at the original business site. This strategy should include both short-term and long-term relocation sites in the case of both types of disruptions.

4. RECOVERY PLAN

5. RECOVERY PHASES

These are the activities most needed for the business to continue, and the recovery plan should target these essential business functions. The recovery plan should proceed as follows:

A. DISASTER OCCURRENCE

B. PLAN ACTIVATION

C. ALTERNATE SITE OPERATION

D. TRANSITION TO PRIMARY SITE

6. RECORDS BACKUP

7. RESTORATION PLAN

Disaster recovery / IT teams maintain, control, and periodically check on all the records that are vital to the continuation of business operations and that would be affected by facility disruptions or disasters. The teams periodically back up and store the most critical files at an offsite location.

8. RECOVERY TEAMS

The organization establishes recovery teams and divides the participants into appropriate groups based on job role and title. The organization designates a team leader for each team. It assigns a specific role or duty to each remaining member of the team.

A. TEAM ROLES

B. TEAM CONTACTS

C. TEAM RESPONSIBILITIES

D. DEPARTMENTAL RECOVERY TEAMS

9. RECOVERY PROCEDURES

The organization details the specific activities or tasks needed to recover normal and critical business operations. It describes each strategy by enumerating the specific set of activities and tasks needed to recover appropriately.

A. POTENTIAL RECOVERY PROCEDURE

i.   Disaster Occurrence

ii.   Notification of Management

iii.   Preliminary Damage Assessment

iv.   Declaration of Disaster

v.   Plan Activation

vi.   Relocation to Alternate Site

vii.   Implementation of Temporary Procedure

viii.   Establishment of Communication

ix.   Restoration of Data Process and Communication with Backup Location

x.   Commencement of Alternate Site Operations

xi.   Management of Work

xii.   Transition Back to Primary Operations

xiii.   Cessation of Alternate Site Procedures

xiv.   Relocation of Resources Back to Primary Site

10. BUSINESS CONTINGENCY PLAN CHECKLIST

X	ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED
	Establish disaster planning and mitigation team				
	Determine risks for all potential disasters				
	Create an evacuation plan				
	Conduct practice drills regularly				
	Establish a central meeting place for all staff members				
	Identify and post all emergency contact information				
	Establish a phone tree				
	Put together an emergency kit (first aid kit, flashlight, batteries, fire extinguisher, radio, etc.)				
	Collect all staff contact information				
	Establish an alternate worksite and a remote access policy				
	Document and distribute full disaster and business contingency plan				

11. APPENDICES

This section lists all the appendices needed to carry out a BCP. These appendices include the following:

A. EMPLOYEE CONTACT LIST

B. RECOVERY PRIORITIES

C. ALTERNATE SITE RESOURCES

D. EMERGENCY OPERATIONS CENTER (EOC) LOCATIONS

E. VITAL RECORDS

F. VENDOR LISTS

G. IT SYSTEM REPORTS AND RESOURCES

H. ALTERNATE SITE TRANSPORTATION INFORMATION

I. IMPACT AND RISK ASSESSMENTS

J. BUSINESS IMPACT ANALYSIS

K. RECOVERY TASK LISTS

L. OFFICE RECOVERY PLAN

BUSINESS CONTINGENCY PLAN TEMPLATE FOR NONPROFITS

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