

PLAN TEMPLATE INFORMATION SHEET

Each section of the plan can be as large or small as required to suit your company/business needs. If required you could break the document down into defined chapters per section, starting each new chapter on a new page.

Have an index by subject matter including page numbers, at the beginning of the document making for easier subject location. It is advised that the index takes up a whole page.

Have an Amendment Page, again to take up a whole page. This is used to confirm that each document issued is up to date, including date of amendment.

Make the section titles i.e. Introduction, Distribution, Index, etc stand out by using a bold font. They could also be underlined, or even in a larger font size.

Paragraph and page number the document for ease of reference when discussing or referring to it.

Write the plan using plain language and avoid wherever possible the use of jargon or abbreviations.

Remember, in an emergency situation anyone in the business/company should be able to understand and implement the plan.

Insert Corporate Logo

Insert Name of Company/Business

Business Continuity Management Plan

Date: _____

Version: _____

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Introduction

Give a quick introduction to the Business Continuity Management Plan, why it has been developed and what you expect of it and from your staff. Dedicate a whole page to this section to give it more impact and put your signature to this section of the plan.

Distribution List

Name	Location	Copy Number
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Document Owner

If you have any suggested changes to this plan, please notify:

J B Bloggs – R&D Branch – Extension 2478

References and Related Documents

1. Document title.
2. Etc
3. Etc

Aim of This Plan

To prepare this company/business to cope with the effects of an emergency etc, etc.

Objectives

- * To define and prioritise the critical functions of the company/business
- * To analyse the emergency risks to the business
- * To detail the response to an emergency
- * To identify key contacts during an emergency
- * Etc

Business Continuity Management Plan

This is the main text of your plan on how to mitigate any emergency that befalls your company/business. In it you lay down how you as a company/business and who within the company/business will do this.

The tools which you have used (i.e. business impact analysis, critical function priority list, etc) to produce the plan should be inserted as Annexes to the main document.

This plan is to be comprehensive enough to cover all eventualities you have highlighted in your investigations and noted in your annexes.

The plan should have your signature at the end, before the annexes.

Business Impact Analysis

Critical Function:

Effect on Service:

Time	Effect on Service
First 24 hours	* * *
24 – 48 hours	* * *
Up to 1 week	* * *
Up to 2 weeks	* * *

Resource Requirement for Recovery:

Time	Number of staff	Relocation?	Resources required	Date required
First 24 hours			* * *	* * *
24 – 48 hours			* * *	* * *
Up to 1 week			* * *	* * *
Up to 2 weeks			* * *	* * *

Emergency Response Checklist

For use during an emergency

- * Start a Log of Actions Taken:
- * Liaise with Emergency Services:
- * Identify any damage:
- * Identify functions disrupted:
- * Convene your Response and Recovery Team:
- * Provide information to staff:
- * Decide on course of action:
- * Communicate decisions to staff and business partners:
- * Provide public information to maintain reputation and business:
- * Arrange a debrief:
- * Review Business Continuity Management Plan:

Example of a Holding Statement

1. (Company/Business name) is a (small/medium/large) (independent/family run) company/business employing _____ personnel in the (describe what your company/business does).
 2. It is with (regret) that (Explanation as to what incident has occurred).
- Or,
2. Today at (Time), (Explanation as to what incident has occurred).
 3. We are in contact with the (families/customers/contractors/suppliers etc **(dependent upon the nature of the incident)**).
 3. The company/business has a helpline which is (telephone number).
 4. When more information is available we will inform everyone by (put in what means of communication).

Once the statement has been passed do not get drawn into answering on the spot questions. State that you have to return to the company/business to help implement any ongoing plan, direct questioners to the helpline.

Have a pre-prepared one page document stating exactly what your company/business does, for the press/media to take away. This will concentrate any reports they publish, or air about your company/business factually based and not on assumption.