

---

# Business Name

## Business Continuity Plan



# Plan Administration

## Plan Approval

Plan Owner Name and Role	Signature	Date

## Plan Distribution

Copy	Name and Role	Email Address
01		
02		
03		
04		
05		

## Plan Version Control

Version	Reason for Change	Date

## Review and Feedback

This plan will be reviewed regularly to ensure that all critical aspects of the company's work and activities are covered.

In the event of any procedures being amended, it is the responsibility of each manager to inform the plan author of the necessary amendments to this plan, which will then be incorporated and distributed to all plan holders.

Plan Author Name and Role	Telephone	Email Address



## Contents

<b>1</b>	Introduction	4
<b>2</b>	Aim	4
<b>3</b>	Objectives	4
<b>4</b>	Business Impact Analysis	5
<b>4.1</b>	[Critical Function]	5
<b>5</b>	Critical Function Priority List	6
<b>6</b>	Risk Management	7
<b>6.1</b>	Risk Assessment	7
<b>6.2</b>	Risk Register	8
<b>7</b>	Notification Tree	9
<b>8</b>	Emergency Response Checklist	10
<b>9</b>	Management Team Actions	10
<b>10</b>	Contacts	11
<b>11</b>	Staff	11
<b>12</b>	Key Contacts	11
<b>13</b>	Log Sheet	12

## Disclaimer

This Business Continuity Plan template is provided merely as basic guidance to assist local businesses and voluntary agencies help their organisation become more resilient.

Organisations who specialise in business continuity planning exist throughout the United Kingdom and there may be other formats or methods of business continuity planning which are more suitable for particular industries or organisations.

Whilst the Lancashire Resilience Forum has made every effort to ensure that the material contained in this template is accurate it disclaims all liability, to the fullest extent permitted by law, for any loss or damage alleged to have arisen from the use of the template.

# 1. Introduction

This section states the Introduction, Aim, and Objective for the plan. These can be altered to fit in with your organisation.

Disruptions come in all shapes and sizes and no organisation is immune. Examples of causes of disruption that could affect your business are fires, floods, technology failure, supplier failure and business crime. On a wider scale, as we often see in the press events such as terrorism, pandemics and fuel protests do occur.

Adding contingency plans in the event of a power outage is critical since this could completely shut down your business, preventing access to vital documents and the ability to contact key personnel. Steps to protect your organisation could include investing in an emergency generator and making plans for how personnel can find and/or get in touch with each other in a blackout.

Business Continuity Management does look to minimise the risks of these incidents occurring through Risk Assessment, however if they do occur then the consequences could affect your:

- Buildings and Facilities
- Staff
- Technology and Communications
- Data
- Supply Chain
- Equipment

The above assets are valuable to a business and if one or more of those assets is affected then the smooth running of your business could be at risk.

## 2. Aim

Business Continuity Planning is the process of planning for the unexpected. This plan will provide [Company Name] with guidelines to minimise the effects of unexpected disruptions or emergencies.

## 3. Objectives

- ✓ To define and prioritise the critical functions of your business
- ✓ To analyse the emergency risks to your business
- ✓ To detail the agreed response to an emergency
- ✓ To identify key contacts during an emergency

## 4. Business Impact Analysis

A business impact analysis is an assessment of the impacts upon your business in the event of you losing certain critical components to your organisation.

The business impact analysis in this document has catered for one critical function, you will need to duplicate section 4.1 of the plan if you identify more than one critical function.

Critical functions will be different for each organisation. Critical functions can vary from paying staff wages to delivery of a product to a customer.

### 4.1. [Critical Function]

**If this critical function failed, what would be the impact?**

Time	Impact of critical function failure
24 hours	
48 hours	
1 week	
2 weeks	
2 weeks +	

**Who is dependent upon your service?**

List key customers/stakeholders

**If this critical function failed, what would be the impact?**

Time	Impact of critical function failure	Date
24 hours		
48 hours		
1 week		
2 weeks		
2 weeks +		

## What skills do you require to deliver this critical function?

Time	Skills / Functional Roles	Quantity
24 hours		
48 hours		
1 week		
2 weeks		
2 weeks +		

## Where will this function relocate to if access were denied to the normal place of operations?

Relocation

## 5. Critical Function Priority List

Following identification of your critical function in your business impact analysis you can now use this information to prioritise those functions. This can then be used during an emergency to assist your decision making when compiling an action plan to determine which function should be reinstalled first.

Number	Critical Function	To be recovered within: (e.g. cannot fail/within 24hrs etc)
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

## 6. Risk Management

### 6.1. Risk Assessment

A risk assessment looks at the risk associated with certain events. This helps you to prioritise the risks to you and your business and address the higher risks as priority.

In the first table look at all the possible risks associated with your business. A few examples have been given, but there will be more. You should also consider those identified in the [Community Risk Register](#).

In the 'likelihood' column insert 1-5 (low-high) according to how you perceive the likelihood of such an incident happening. In the impact column you will need to assess what the impact on your business would be again using 1-5 (low-high).

Using the Risk Matrix Score table below complete the next column with the relevant score.

Impact	5	High	Very High	Very High	Very High	Very High
	4	Medium	High	Very High	Very High	Very High
	3	Medium	Medium	High	High	High
	2	Low	Medium	Medium	Medium	Medium
	1	Low	Low	Low	Low	Low
		1	2	3	4	5

When you have completed the process, you will have identified what are the highest risks to your business and you could address these first.

The 'Mitigation and Contingency Arrangements' column should be completed with any details you have taken to reduce the risk of such an event affecting your business, and any steps you have identified which you could take to reduce the risk even further.

## 6.2. Risk Register

Risk	Likelihood	Impact	Score	Mitigation and Contingency Arrangements
Fire				
Flooding				
Crime Activity				
Loss of Key Staff				
(e.g., Pandemic Flu, Lottery Win)				
Telephone Failure				
Loss of Electricity				
IT Failure				
Loss of Data				





# 7. Notification Tree

This page has been left blank so you can input a flow diagram for how you want the notifications and communications to work for your organisation during an emergency.

You may want to consider a flow diagram for an emergency inside and outside working hours.

## 8. Emergency Response Checklist

This section outlines a basic checklist for when an emergency occurs. You will need to expand and tailor this list significantly to cater for your organisation requirements.

Ref	Action	✓
01	Consider the welfare of you, your staff, and visitors	
02	Start a log of actions taken	
03	Liaise with emergency services if appropriate	
04	Identify any damage	
05	Identify Functions Disrupted	
06	Convene your response/recovery team	
07	Provide information to staff	
08	Decide on course of action	
09	Communicate decisions to staff and stakeholders	
10	Provide public information to maintain reputation and business	
11	Agree a debrief	
12	Review Business Continuity Plan	

## 9. Management Team Actions

You may want to develop a list of actions that you want your management team to carry out during an emergency. Actions should be flexible as each emergency may bring with it a set of different circumstances.

Ref	Action	✓
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		



## 10. Contacts

Maintenance of a list of key contacts, both within and external to your business is critical. This should include other companies who may be able to assist you in times of an emergency.

## 11. Staff

Name and Role	Work Landline	Work Mobile	Personal Phone	Notes

## 12. Key Contacts

Name and Organisation	Work Landline	Work Mobile	Personal Phone	Email Address

## 13. Log Sheet

Any of your staff involved in responding to an incident affecting your business should maintain a record of actions they have taken. This may assist with subsequent insurance claims, investigations, or debriefs.

Name

Date

\_\_\_\_\_

[illegible]