BUSINESS CONTINUITY PLAN (BCP) TEMPLATE

I. Executive Summary
- **Objective:** Clearly state the overall objective of the BCP.
- **Scope:** Define the scope of the plan, including the business functions covered.

II. Risk Assessment
- **Identification of Risks:** Enumerate potential risks to business operations, including natural disasters, technological failures, and human-related incidents.
- **Risk Analysis:** Evaluate the impact and likelihood of each identified risk.
- **Risk Prioritization:** Prioritize risks based on their criticality to business operations.

III. Business Impact Analysis (BIA)
- **Critical Business Functions:** Identify and list critical business functions essential for the organization's operations.
- **Recovery Time Objectives (RTOs):** Establish recovery time objectives for each critical function.

IV. Strategies for Business Continuity
- **Emergency Response:** Outline procedures for immediate response to emergency situations.
- **Alternate Work Locations:** Identify alternative locations for critical business functions in case the primary location becomes inaccessible.
- **Data Backup and Recovery:** Specify strategies for data backup, storage, and recovery.

V. Plan Documentation
- **Roles and Responsibilities:** Clearly define the roles and responsibilities of key personnel during a crisis.
- **Communication Plan:** Provide a communication plan detailing how internal and external communication will be managed during a disruption.
- **Contact Information:** Compile a list of contact information for key personnel, emergency services, suppliers, and other relevant parties.

VI. Training and Awareness
- **Employee Training:** Develop a training program to educate employees on their roles and responsibilities outlined in the BCP.
- **Drills and Exercises:** Establish a schedule for regular drills and exercises to test the effectiveness of the BCP.

VII. Testing and Revision
- **Simulation Exercises:** Plan and execute simulation exercises to test the BCP in real-world scenarios.

- **Feedback and Improvement:** Gather feedback from participants and stakeholders to identify areas for improvement.

VIII. Continuous Monitoring and Updating

- **Environmental Scanning:** Establish a process for continuous monitoring of changes in the business environment, industry, and external factors.
- **BCP Review:** Schedule periodic reviews to incorporate lessons learned from actual incidents and exercises.