

Business Continuity Management Plan Template – Guidance Notes

Template Section	Comments
Organisation Name	Name of your Business or Organisation
Date	When the plan was issued – plans should be reviewed at least annually
Distribution List	Who the plan is issued to, both within your organisation and external partners
Amendment record	To make sure that any changes made to the plan are recorded and to ensure that the information is clear on the issue number and the date/ person who made the changes.
Completed by	Person who produced the plan
Checked by	Person who checked the plan (the plan should not be completed and checked by the same person)
Contents	Lists the different sections of the plan, it's processes and lists the pages where the information can be found.
1. Purpose of the plan	Describes what plan aims to achieve.
2. Objectives of the plan	Lists the processes of the plan.
3. Critical Function Checklist	This is a list of the functions and activities identified in section 5 below, and may be used as a checklist to ensure that critical functions are prioritised.
4. Activation of the plan	Details of the person/persons that will take the decision to activate the plan, and will give strategic direction to the recovery process, including taking any “difficult” decisions.
5. Critical Function Analysis and Restoration Procedures	Each critical function should have a separate sheet and be individually numbered and listed in item 3 above.
* Critical function	A brief description of the activity/service
* Responsibility	The person within your organisation that has lead responsibility for the activity; include nominate deputies.
* Potential impact	What would the impact be on the organisation if this activity/function ceased; you may wish to use a numeric indicator, e.g. 1 to 5 with 5 being the highest impact.
* Likelihood of interruption	How likely is it, that this activity could be interrupted; again a numeric indicator could be used; Critical functions have a high impact and/or likelihood rating.
* Recovery timeframe	How quickly must you have this function operating before it creates lasting damage to the organisation.

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<p>5. Critical Function Analysis and Recovery Process</p> <p><i>Resources:</i></p> <p>* Staff</p> <p>* Data/IT/systems</p> <p>* Premises</p> <p>* Equipment</p> <p>* Supplies</p>	<p>(continued)</p> <p>How many staff are required as a minimum to recover the function; what skills and knowledge will they require; are there alternative sources to replace the usual staff.</p> <p>What are the backup and recovery processes; where are the backups located and how will they be restored; what specialist equipment will be required, and from where is it sourced; are there manual workarounds that could be used instead.</p> <p>Could you work from another location; do you have an agreement with another organisation; could staff work from home temporarily.</p> <p>What specialist equipment is essential to the functioning of this activity; where could replacements be found; are there alternative processes instead; do you have a mutual aid arrangement with another organisation.</p> <p>Do you have processes to replenish key stock and supplies or to stop deliveries; do you keep essential materials off-site; do you have a contact list for key suppliers.</p>
6. Emergency Response Checklist	This page should be used as a basic checklist and should be initialled and dated when each item is completed. Feel free to add/delete other items that are important to your own organisation.
7. Contact lists	Populate these lists to appropriate staff that you feel will be using this plan. It is useful to provide a site plan of your premises covering items that would aid the emergency services and assist in any salvage operation.
8. Emergency Pack Contents	List here any items or documents that you hold away from the organisation's premises that would help you recover in any emergency that denied you immediate or long-term access to your building. You can add/delete items that you feel are appropriate for your organisation.

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9. Actions and Expenses Log	Use this page (and additional photocopies of the page) to record decisions, actions and expenses incurred in the recovery process. This will provide an aide-memoire for any post-incident de-brief, and will help with evidence of any insurance claim.