

Sample Business Continuity and Disaster Preparedness Plan

☐ **PLAN TO STAY IN BUSINESS**

If this location is not accessible we will operate from location below:

Business Name

Address

City, State

Telephone Number

Business Name

Address

City, State

Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

Primary Emergency Contact

Telephone Number

Alternative Number

E-mail

If the person is unable to manage the crisis, the person below will succeed in management:

Secondary Emergency Contact

Telephone Number

Alternative Number

E-mail

☐ **EMERGENCY CONTACT INFORMATION**

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire

Insurance Provider

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ **BE INFORMED**

The following natural and man-made disasters could impact our business.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

☐ **EMERGENCY PLANNING TEAM**

The following people will participate in emergency planning and crisis management.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

☐ **WE PLAN TO COORDINATE WITH OTHERS**

The following people from neighboring businesses and our building management will participate on our emergency planning team.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

☐ **OUR CRITICAL OPERATIONS**

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operation <input type="checkbox"/> <input type="checkbox"/>	Staff in Charge <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ **SUPPLIERS AND CONTRACTORS**

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ **EVACUATION PLAN FOR _____ LOCATION**

☐ ☐ ☐ ☐ ☐ (Insert address)

- ☐ o We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- ☐ o We have located, copied and posted building and site maps.
- ☐ o Exits are clearly marked.
- ☐ o We will practice evacuation procedures _____ times a year.

If we must leave the workplace quickly:

1. Warning System: _____

We will test the warning system and record results _____ times a year.

2. Assembly Site: _____

3. Assembly Site Manager & Alternate: _____

☐ a. Responsibilities Include:

- ☐ _____
- ☐ _____
- ☐ _____

4. Shut Down Manager & Alternate: _____

☐ a. Responsibilities Include:

- ☐ _____
- ☐ _____
- ☐ _____

5. _____ is responsible for issuing all clear.

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ **SHELTER-IN-PLACE PLAN FOR _____ LOCATION**

☐ ☐ ☐ ☐ ☐ ☐ (Insert address)

- ☐ o We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- ☐ o We will practice shelter procedures ____ times a year.

If we must take shelter quickly

1. Warning System: _____

We will test the warning system and record results ____ times a year.

2. Storm Shelter Location: _____

3. "Seal the Room" Shelter Location: _____

4. Shelter Manager & Alternate:

- ☐ a. Responsibilities Include:
- ☐ _____
- ☐ _____
- ☐ _____

5. Shut Down Manager & Alternate:

- ☐ a. Responsibilities Include:
- ☐ _____
- ☐ _____
- ☐ _____

6. _____ is responsible for issuing all clear.

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ **COMMUNICATIONS**

We will communicate our emergency plans with co-workers in the following way:

In the event of a disaster we will communicate with employees in the following way:

☐ **CYBER SECURITY**

To protect our computer hardware, we will:

To protect our computer software, we will:

If our computers are destroyed, we will use back-up computers at the following location:

☐ **RECORDS BACK-UP**

_____ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite _____.

Another set of back-up records is stored at the following off-site location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ **EMPLOYEE EMERGENCY CONTACT INFORMATION**

The following is a list of our co-workers and their individual emergency contact information:

_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____

☐ **ANNUAL REVIEW**

We will review and update this business continuity and disaster plan in _____.