

Business Continuity Plan

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October 28, 2022

Template Contingency Planning Form

Table of Contents

**Purpose2**

**Risk Assessment Form2**

Risk Assessment Table3

**Business Operations Form4**

Business Operations Table4

**Business Continuity Plan – Mitigation5**

Business Continuity Plan Mitigation Table5

**Business Continuity Plan – Preparedness6**

Business Continuity Plan Preparedness Table6

**Business Continuity Plan – Response7**

Business Continuity Plan Response Table7

**Business Continuity Plan – Recovery8**

Business Continuity Plan Recovery Inventory Table8

Business Continuity Plan Recovery Checklist Table8

**Business Continuity Plan – Post-Event Review9**

Business Continuity Plan Post-Event Review Table9

**Business Continuity Plan – Testing and Training10**

Business Continuity Plan Testing Table10

Purpose

This BCP (Business Continuity Plan) is intended to improve the security posture of this organization by creating a system of risk management that mitigates and prepares for risk by including actionable procedures and guidance towards prevention and recovery from the threats against the continued operation of mission and business operations.

Using this BCP this organization will plan to limit injuries and damage, and resume business operation as quickly as feasibly possible when effected by crisis or incident.

Risk Assessment Form

The first step in developing an effect BCP is identifying the items in the organization that possess varying degrees of risk to the wellbeing of people, business processes, assets, and operations. After identifying these potential hazards, it is important to evaluate the resulting incident if they were to occur including the degree of harm they would cause and the likelihood of them occurring with the intention to establish an assessment of the risks these hazards would impose.

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| --- | --- | --- | --- | --- | --- | --- |
| **Consequences** | | | | |  |  |
| **Severity** | **People** | **Assets** | **Environment** | **Reputation** | **Budget** | **Schedule** |
| **0** | No Injury | No Impact | No Impact | No Impact | No Impact | No Impact |
| **1** | Slight Injury | Slight Impact | Slight Impact | Slight Impact | <10k$ | < 7 days |
| **2** | Minor Injury | Minor Impact | Minor Impact | Limited Impact | $10k-$1m | 7 – 21 days |
| **3** | Major Injury | Local Impact | Local Impact | Considerable Impact | $1m-$7.5m | 21 – 64 days |
| **4** | Fatality | Major Impact | Major Impact | Major National Impact | $7.5m-$10m | 2 - 6 months |
| **5** | Multiple Fatalities | Extensive Impact | Massive Impact | Major International Impact | >$10m | > 6 months |

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| --- | --- | --- | --- |
| **Probability** | | | |
| **1** | **2** | **3** | **4** |
| Has occurred in related industry | Has occurred in organization | Has occurred multiple times in the past year in organization | Has occurred multiple times in the past year locally |

**Consequences**

**Risk Level**

**Likelihood**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Low Minor Risk | High Minor Risk | Low Moderate Risk | High Moderate Risk | Low Critical Risk | High Critical Risk |
| 1-2 | 3-4 | 4-6 | 7-10 | 11-14 | 15+ |

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| --- | --- | --- | --- | --- | --- |
|  | **5**  **Severe** | **4**  **Major** | **3**  **Significant** | **2**  **Minor** | **1**  **Negligible** |
| **4**  **Frequent** | **(20)** | **(16)** | **(12)** | **(8)** | **(4)** |
| **3**  **Probable** | **(15)** | **(12)** | **(9)** | **(6)** | **(3)** |
| **2**  **Rare** | **(10)** | **(8)** | **(6)** | **(4)** | **(2)** |
| **1**  **Improbable** | **(5)** | **(4)** | **(3)** | **(2)** | **(1)** |

**Risk Assessment Table:**

|  |  |  |
| --- | --- | --- |
| **Risk/Threat** | **Consequences** | **Risk Level** |
|  | **Natural** |  |
| Example – Earthquake | Evacuation and/or halting of business following instruction from Emergency Response teams and procedures. | Negligible, Improbable (1) |
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|  | **Intentional Acts or Human Error** |  |
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Business Operations Form

Understanding business operation and the resources, personnel, tools, and all assets necessary to fulfill business mission and operation for this organization is important to identify areas of concern when considering what will be impacted by risks, and what will need to be addressed to bring business back to operation when an incident occurs that impact it. A BIA (Business Impact Analysis) is an important tool for effectively collecting appropriate information to complete this form.

The goal of this business operations form is to identify the personnel, tools, and systems necessary for the operation of this organizations mission and business and to develop an inventory for consideration when moving forward in this BCP.

**Business Operations Table:**

|  |  |  |
| --- | --- | --- |
| **Mission or Business Function** | **Tool or System** | **Skill or Personnel** |
| Example – General Office Operations | Office Building |  |
|  | HVAC system | Maintenance staff |
|  | Desks, Chair, Lighting |  |
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Business Continuity Plan – Mitigation

This section of the BCP is intended to identify actionable mitigation strategies that this organization can use to help eliminate or lessen the risks to its mission and business operations. It is important to clearly establish the actions that can be taken and use appropriate and concise vocabulary within our mitigation action statements such as the verbs “remove”, “install”, “prepare”, and “purchase”. This section of the BCP will select items from the Risk Assessment Form, describe associated consequences, and outline actions to eliminate or lessen risks to people and to the organization.

**Business Continuity Plan Mitigation Table:**

|  |  |  |
| --- | --- | --- |
| **Risk** | **Consequences** | **Actionable Mitigation Strategies** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |

Business Continuity Plan – Preparedness

There is no one way to prepare for an incident when one, or multiple incidents simultaneously, occur. While in an ideal situation no incidents would ever happen, but if something can happen it will eventually happen. This is where the preparedness section of the BCP comes into play. Encouraging creativity and engagement with personnel and departments with their own sets of responsibilities and goals is important to developing a successful BCP – in this form especially. Identifying and developing as many strategies as possible for handling each occurrence of an incident is an effective strategy to being prepared for when they happen.

Like in the mitigation section of this BCP, using appropriate and concise language is important within our preparedness strategy action statements. This section of the BCP will identify individual tools, skills, systems, personnel, or business assets that may become unavailable due to impact by risk, and the strategies that may be deployed to prepare this organization in event of such an instance occurring.

**Business Continuity Plan Preparedness Table:**

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| **Impacted Tool, Skill, System, Personnel, or Business Asset** | **Preparedness Strategy** |
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Business Continuity Plan – Response

This section of the BCP will identify the personnel, departments, or entities responsible for measuring the impact of the incident and oversee the deployment of a recovery plan; these responsible shall be referred to as a part of the Recovery Team. The entities responsible for the effective communication of appropriate information and instruction will be identified as a part of this section of the BCP including methods of communication and alternative methods of communication if systems are unavailable.

**Business Continuity Plan Response Table:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Recovery Team Role & Department** | **Skills Competencies Certifications** | **Contact Information** | **Alternative/ Replacement** | **Alternative/ Replacement Contact Information** |
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Business Continuity Plan – Recovery

This section of the BCP will organize and take inventory of personnel, systems, entities, and assets that have been made unavailable in the event of an incident. The intention of this section is to assist in the focus satisfying the components of an action plan and to supply guidance on priorities throughout the course of loss of business operations and threats to human life and safety. This section will act as an extension to our preparedness strategies by including an inventory of resources necessary for use by the recovery team and a recovery checklist.

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| **Inventory of Resources** |
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**Business Continuity Plan Recovery Inventory Table:**

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| **Recovery Checklist** |
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**Business Continuity Plan Recovery Inventory Table:**

Business Continuity Plan – Post Event Review

This section of the BCP will be performed as soon as possible following an event that requires the use of this BCP. The intention of conducting a post event review is to identify areas of improvement in developing this BCP, training, and will avoid finding fault or blame. The primary focus of this section is to improve the systems intended to eliminate or reduce impact of risk and incidents by improving the resources found within this BCP and its associated training.

**Business Continuity Plan Post Event Review Table:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of the event** | **Persons Involved** | **Effected Systems** | **What was done well** | **What could be done differently** | **Additional Comments/ Concerns** |
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Business Continuity Plan – Training and Testing

This section of the BCP will identify personnel that must be included in training as appropriate for the improvement of action response and the success of Recovery Teams. The training and testing form will include persons being trained, entities or persons providing the training, activities used in training, when and where training will be provided, purpose of training, and methods of evaluation and documentation.

Materials included in training will be determined by the training provider as appropriate based on the role and responsibilities of the individual or Recovery Team including information regarding relevant risks to the nature of the incidents, appropriate communication methods and disclosure of information, proper procedures, and the location and access of necessary equipment and resources.

**Business Continuity Plan Training Table:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Person Receiving Training** | **Training Provider** | **Training Activities** | **Time and Location of Training** | **Purpose of Training** | **Method of Evaluation** | **Method of Documentation** |
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