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ABC Company

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# I. Purpose of the Business Continuity Plan

Business continuity ensures that ABC Company (ABC Company) can continue to provide services during business disruptions. The emphasis for business continuity is on critical business processes that need to be recovered in the event of a disaster.

# II. Overview of the Business Continuity Plan

Business continuity planning involves arranging for emergency operations of critical business functions and for resource recovery planning of these functions following a natural or man-made disruption.

This Business Continuity Plan is only one component of ABC Company’s business continuity planning process. Plans are needed for all organizational units and include the logistics of establishing policy, providing guidance, ensuring staff are trained on appropriate procedures, and ensuring testing and maintenance of the plan.

ABC Company’s business continuity process includes the following documents:

* Business Continuity Policy
* Business Continuity Plan (this document)
* Business Impact Analysis
* Business Continuity Disaster Recovery Plan
* Business Continuity Business Resumption Plan
* Business Continuity Communications Plan
* Business Continuity Operations Plans

# III. Business Continuity Policy

ABC Company’s Business Continuity Policy provides overall guidance and direction for business continuity planning and related activities.

Business continuity plans are no longer a luxury, but an essential element of ABC Company’s risk management program. The decision to invest in business continuity is required by legislation, third parties (e.g., insurers), and the realistic view that management must minimize the impact of a disaster on business operations.

ABC Company’s Business Continuity Policy is in place to protect ABC Company and its ability to continue business operations in the event of a disaster or component failure information assets. Business continuity requires management to identify risks and install the appropriate mitigating technologies.

An up-to-date Business Continuity Plan creates a competitive advantage out of its ability to respond to rapid changes in its environment. ABC Company can then move from simple recovery to experiencing the benefits associated with the continuing of business operations that are in line with the corporate strategy of facilitating growth and profitability.

# IV. Business Impact Analysis

ABC Company’s Business Impact Analysis (BIA) helps identify the business processes and applications that are essential to the survival of the business. The Business Impact Analysis identifies the amount of acceptable data loss (recovery point objective) as well as the speed at which systems must be restored (recovery time objective).

Business impacts are identified based on a worst-case scenario assuming that the infrastructure supporting each department has been destroyed and all records, equipment, etc. are not immediately accessible.

The Business Impact Analysis (BIA) identifies mission critical business functions and associated critical resources. Determining critical business functions and the impact on the organization is the first step in business continuity. The Business Impact Analysis:

* Identifies important business processes
* Determines processes critical to the business
* Estimates the potential impact and recovery timeframes
* Prioritizes critical processes

# V. Business Continuity Disaster Recovery Plan

The primary objective of business continuity is to help ensure the operation of Company’s business by providing the ability to successfully continue operations in the event of a disaster or emergency.

ABC Company’s management is responsible for protecting all assets of our organization. These assets include employees, physical property, information, and records relating to the conduct of the business.

Management personnel are specifically responsible for:

* Identifying and protecting all assets within assigned areas of control
* Ensuring that all employees understand their obligation to protect the organization's assets
* Implementing/observing security practices and procedures that are consistent with generally accepted practice and with the specific guidelines stated in this Plan
* Noting any variance from established security practices and initiating corrective action
* Assigning responsibilities for establishing, maintaining, and coordinating ABC Company’s Business Continuity Disaster Recovery Plan

The Business Continuity Disaster Recovery Plan documents the strategies, personnel, resources, and procedures required to provide immediate response and subsequent recovery from emergencies and disasters including:

* Unplanned business interruptions
* Loss of critical services (computer processing, telecommunications)
* Loss of building access (contamination, etc.)
* Physical facility catastrophe (fire, sabotage, etc.)

Specific goals of the Business Continuity Disaster Recovery Plan relative to a disaster or emergency include:

* To detail the correct course of action to follow
* To minimize confusion, errors, and expense to the Company
* To effect a quick and complete recovery of services

Secondary objectives of the Business Continuity Disaster Recovery Plan are:

* To reduce risks of loss of services
* To provide ongoing protection of company assets
* To ensure the continued viability of this Plan

# VI. Business Continuity Business Resumption Plan

ABC Company has a large variety of processes whose continuous operations are critical to the organization’s continuing viability. Business resumption planning involves arranging for emergency operations of these critical business functions and for resource recovery planning of these functions following a natural or man-made disruption.

This Business Continuity Business Resumption Plan is only one component of ABC Company’s business continuity planning process. Business continuity operations plans are needed for all organizational units and include the logistics of getting personnel to work locations, temporary offices, recovery facilities, and housing. Employee safety orientation and insurance programs must also be included in business resumption planning.

ABC Company’s business resumption plan contains:

* Backup resource arrangements
* Procedures for notification, activation, mobilization, and emergency operations
* Resources at all facilities (permanent and temporary)

ABC Company management will direct staff to implement emergency procedures. In most disaster situations, data will be lost. Departments must re-create lost data in addition to continuing existing business operations.

The Emergency Action Applications Team will coordinate with users and assist in identifying data that needs to be re-created. The Emergency Action Applications Team will also monitor recovery progress to ensure systems are operating correctly.

# VII. Business Continuity Communications Plan

The Business Continuity Communications Plan provides procedures to coordinate communications within the organization, and between the organization, the media, and the public in the event of an emergency or controversial issue. Emergencies may include fires, bomb threats, natural disasters, or major crimes. Controversial issues may include police investigations, protests, or other situations that demand a public response.

The Business Continuity Communications Plan is not intended to change the way emergencies are initially reported. All emergencies should be reported immediately to management.

The Business Continuity Communications Plan not only addresses media relations and communications issues, but also includes procedures for the rapid identification of potentially harmful situations and the methods for responding to these situations quickly and effectively.

It is the goal of the Business Continuity Communications Plan to establish guidelines for dealing with a variety of situations, and to ensure that management and its authorized representatives are familiar with those procedures and their roles in the event of a disruption. The Business Continuity Communications Plan is designed to be used in conjunction with the normal decision making hierarchy of ABC Company and does not supplant that decision making process. It is designed to be used in conjunction with operational crisis response plans managed through facilities, operations, and other units.

ABC Company has a large variety of processes whose continuous operations are critical to the organization’s continuing viability. The team leader of the Communications Team is responsible for:

* Factually assessing the situation and determining whether a communications response is warranted.
* Assembling the Communication Team that will make recommendations on appropriate responses.
* Implement immediate action to identify staff that should be informed about the situation, communicate facts about the situation, minimize rumors, and help restore order and/or confidence

# VIII. Business Continuity Operations Plan

ABC Company has a large variety of processes whose continuous operations are critical to the organization’s continuing viability. Business resumption planning involves arranging for emergency operations of these critical business functions and for resource recovery planning of these functions following a natural or man-made disruption.

Each department shall have Business Continuity Operations Plans that orient employees who will be involved in activating the plan and performing emergency operations. Orientation material is also needed for all employees in both the life safety and Plan areas. Detailed emergency operations plans are needed:

* Before a disaster for use during testing
* After a disaster for use during emergency operations

While the IT Department is responsible for off-site storage of electronic data, all ABC Company departments should evaluate manual recovery documents such as paper based data, forms, and procedures that must be stored off-site. ABC Company departments will make the appropriate arrangements to ensure manual recovery documents, special forms, checks, etc. are stored off-site. These documents assist the individuals departments and minimize a business disruption::

* Contact lists. Departments should maintain emergency contact notification lists of all staff in their respective areas.
* Supporting information. In addition to the above, each department should maintain information, as appropriate, to assist in recovery operations. Backup resources such as locations and functions should be identified.
* Testing. Testing and training procedures should be developed.

# Appendix A – Distribution List

President

Chief Operating Officer

IT Director

All Department Heads

# Appendix B – Receipt and Acknowledgement

I have read ABC Company’s (Company’s) Business Continuity Plan and agree to abide by it as consideration for my continued employment by Company. I understand that violation of the enclosed policies and guidelines may result in disciplinary action including, but not limited to, termination.

This document supersedes all prior electronic equipment policies, guidelines, understandings and representations. I understand that if any of the provisions of this manual are found null, void, or inoperative for any reason, the remaining policies and guidelines will remain in full force and effect.

If I am uncertain about any policy or procedure, I will check with my immediate supervisor or Company management.

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Employee Signature Date

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Employee Name (Printed)