

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Last Revision Date \_\_\_\_\_

### Program Administration

Define the scope, objectives, and assumptions of the business continuity plan.

### Business Continuity Organization

Define the roles and responsibilities for team members.

Identify the lines of authority, succession of management, and delegation of authority.

Address interaction with external organizations including contractors and vendors.

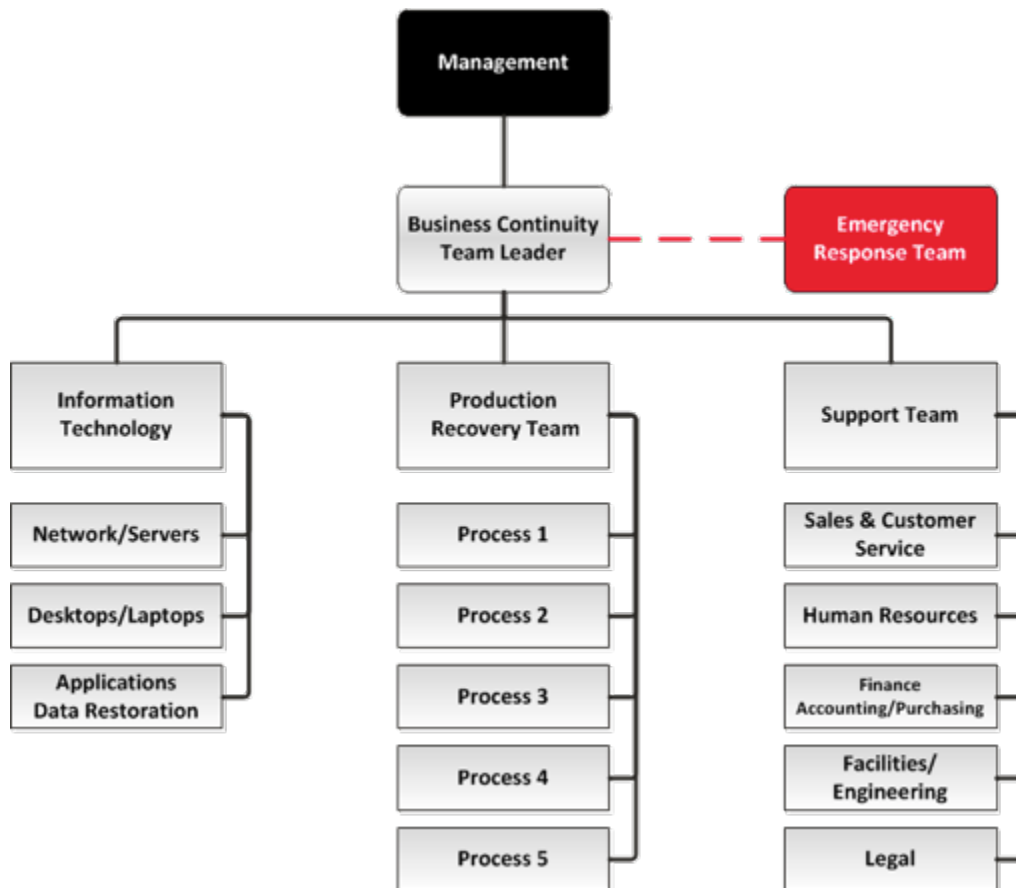


Figure 1. Example Business Continuity Team Organization Chart



## Manual Workarounds

- Document all forms and resource requirements for all manual workarounds

## Incident Management

### Define procedures:

- Incident detection and reporting
- Alerting and notifications
- Business continuity plan activation
- Emergency operations center activation
- Damage assessment (coordination with emergency response plan) and situation analysis
- Development and approval of an incident action plan

## Training, Testing & Exercising

- Training curriculum for business continuity team members
- Testing schedule, procedures, and forms for business recovery strategies and information technology recovery strategies
- Orientation, tabletop, and full-scale exercises

## Program Maintenance and Improvement

- Schedule, triggers, and assignments for the periodic review of the business continuity and IT disaster recovery plan
- Details of corrective action program to address deficiencies

## Appendix

### References to Related Policies & Procedures

- Emergency Response Plan
- Information Technology Disaster Recovery Plan (if not included in the business continuity plan)
- Crisis Communications Plan
- Employee Assistance Plan

