
Business Continuity Planner

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Please note: This document is intended as a guideline to kick start the process of putting together a Business Continuity Plan and in no way should be considered a comprehensive tool for designing a recovery strategy. **MyCloudBackup** would be happy to introduce anyone who requires professional advice to a number of consultants known to us who specialise in working with companies to conduct a full programme of Business Continuity Management including risk assessment, impact analysis, partner selection, documentation and testing.



CHECKLIST

BUSINESS CONTINUITY ACTIONS

§§ Put together a Business Continuity Management team

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§§ Create an order of command list of your team

☐

§§ Identify emergency events and their consequences

☐

§§ Create a list in order of importance of the events you must protect against

☐

§§ Create a list of actions required in your Business Continuity Plan

☐

§§ Create an important contact sheet

☐

§§ Choose a recovery solution

☐

§§ Make sure your team works closely with staff and Business Continuity Providers

☐

§§ Make Staff aware of the plan in place

☐

§§ Regularly test and review your Business Continuity Plan

☐

RECOVERY TEAM

ORDER OF COMMAND

If a disastrous event occurred who needs to be contacted and what order?

Do all of the people on this list have a copy of the plan and do they know what action they need to take?

EXAMPLE

NAME: _____

POSITION:

AUTHORITY:

RECOVERY TEAM

ORDER OF COMMAND

NAME:

POSITION:

AUTHORITY:

EXAMPLE

EVENT IMPACT

EFFECT ON BUSINESS FUNCTION

Fill in one of these for each event you can think of then put them in order of importance and impact. Try and consider generic scenarios, eg not "what if there was a fire?" but "what if our premises were seriously damaged?"

EVENT TYPE:	<i>MALFUNCTION</i>
AREA EFFECTED:	<i>COMMS</i>
SERVICE EFFECTED:	<i>EMAIL, ORDERS, CUSTOMER CONTACT</i>

TIME FRAME EFFECT ON BUSINESS

<i>0 - 12 hours</i>	<i>No internal or external email communication. No customer contact.</i>
<i>12 - 24 hours</i>	<i>No orders taken, no customer contact, revenue loss.</i>

ACTIONS REQUIRED:

Contact service provider....

RESOURCES REQUIRED:

Multiple connections, third party managed service.....

EVENT IMPACT

EFFECT ON BUSINESS FUNCTION

EVENT TYPE:	
AREA EFFECTED:	
SERVICE EFFECTED:	

TIME FRAME EFFECT ON BUSINESS

ACTIONS REQUIRED:

RESOURCES REQUIRED:

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EVENT LOG

ACTIONS TAKEN IN AN EMERGENCY SITUATION

EVENT	ACTION TAKEN	DETAILS

AUTHORISED BY: _____

CONTACT SHEET

IMPORTANT CONTACTS IN CASE OF EMERGENCY

CONTACT SHEET

IMPORTANT CONTACTS IN CASE OF EMERGENCY

[illegible]