##### NB This template needs to be tailored to the specific circumstances of each organisation. It offers suggestions for areas you may need to consider, but there may be other areas that are specific to your type of work. Although there is some suggested standard text, it is not a model of a finished plan. It is designed as a framework for discussion and planning, but if you already have a lot of the answers in your head then you could type the information straight in.

# Model B

# ANYORG: Business Continuity Plan

##### Status, e.g. approved by Board [date]; to be reviewed [date]

### **PART 1: General**

### Purpose

The purpose of this Plan is to set out how the organisation will respond to an emergency situation. In making these plans, we will take the opportunity to identify appropriate precautionary measures and put them in place.

### Responsibility

Overall responsibility for this Plan will lie with…

Delegated responsibility for specific aspects of the Plan…

### Review

This Plan will be reviewed every two years, or sooner in response to any significant changes in:

* ICT systems
* location or
* staffing structure

### **PART 2: Key areas of risk**

#### ICT failure

Examples: loss of telephone or internet; breakdown of main server or local area network; breakdown of individual PC’s; software failure.

Lead responsibility:

|  |  |
| --- | --- |
| SCENARIO | **Loss of land-lines** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than one working day) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Mobile phones, back-up media etc. |
| LOCATIONS | Will you need to work from an alternative location? (see below) |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

|  |  |
| --- | --- |
| SCENARIO | **Loss of mobile phones** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than one working day) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Landlines, laptops, phone cards, back-up media etc. |
| LOCATIONS | Will you need to call in at alternative locations? (see below) |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

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| --- | --- |
| SCENARIO | **Loss of Internet** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than one working day) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Mobile phones, lap-tops etc. |
| LOCATIONS | Will you need to work from an alternative location? (see below) |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

|  |  |
| --- | --- |
| SCENARIO | **Loss of local area network / individual PC’s** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than one working day) |
| CONTACT | Access to contact numbers |
| RESOURCES | Internet, back-up media etc. |
| LOCATIONS | Will you need to work from an alternative location? (see below) |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

#### Infrastructure failure

Examples: loss of building, building access restrictions, loss of power supply, loss of water supply.

Lead responsibility:

|  |  |
| --- | --- |
| SCENARIO | **Loss of building** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than two hours) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Diary, mobile phones, back-up media, contact lists, signage etc. |
| LOCATIONS | Will you need to work from an alternative location? Where? Everyone? Transport? How long can you stay there? |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

|  |  |
| --- | --- |
| SCENARIO | **Restricted access to building** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than two hours) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Contact lists, signage etc. |
| LOCATIONS | Will you need to work from an alternative location? Where? Everyone? Transport? How long can you stay there? |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

|  |  |
| --- | --- |
| SCENARIO | **Loss of power supply** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than two hours) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Diary, mobile phones, back-up media, contact lists, signage etc |
| LOCATIONS | Will you need to work from an alternative location? Where? Everyone? Transport? How long can you stay there? |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

|  |  |
| --- | --- |
| SCENARIO | **Loss of water supply** |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of service for more than two hours) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Diary, mobile phones, back-up media, contact lists, signage etc |
| LOCATIONS | Will you need to work from an alternative location? Where? Everyone? Transport? How long can you stay there? |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

#### Loss of personnel

Examples: epidemic, terrorist incident

Lead responsibility (may depend on specific scenario):

|  |  |
| --- | --- |
| SCENARIO | **Loss of all senior staff** |
| RESPONSIBILITY |  |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of staff for more than one week) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Diary, mobile phones, back-up media, contact lists etc. |
| LOCATIONS | Will you need to work from an alternative location? |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

|  |  |
| --- | --- |
| SCENARIO | **Loss of majority of staff** |
| RESPONSIBILITY |  |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of staff for more than one week) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Diary, mobile phones, back-up media, contact lists etc. |
| LOCATIONS | Will you need to work from an alternative location? |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |

|  |  |
| --- | --- |
| SCENARIO | **Loss of all staff** |
| RESPONSIBILITY |  |
| PRECAUTIONS | What advance preparations are in place to minimise risk? |
| TRIGGER | What will trigger activation of the Plan? (E.g. loss of staff for more than one week) |
| CONTACT | Alternative means of contact, access to contact numbers |
| RESOURCES | Diary, mobile phones, back-up media, contact lists etc. |
| LOCATIONS | Will you need to work from an alternative location? |
| MONITORING | Any special logging arrangements needed |
| PRACTICE | Do we need practice drills? |