

Small Business Continuity Plan Template

Robert Clark

Business Continuity Plan (BCP) Template with Instructions and Example Erik Kopp,2011-09-23 A Complete Template For Quickly And Easily Creating A Working BCP; including Step-By-Step Business Impact Analysis, Risk Assessment, Disaster Recovery Planning, and more! You do not need to spend \$1,000's for consultants or fancy software. This is perfect for small businesses and limited budgets. Includes ready to use editable template. Be Prepared - Don't Let Your Business And Your Customers Suffer Because Of An Unforeseen Disaster. A BCP will enable you to plan ahead, because you want to stay in business in the event that an unforeseen disaster or emergency happens that interrupts your business operations. In situations such as this, you want to know clearly what needs to be done to keep business running. You need to be prepared so that panic does not cause you to make inappropriate and ineffective decisions which will hurt your business. The BCP plan provides a clear roadmap of what to do, when to do it, and who needs to do it. Having this plan in place will give you a valuable tool to guide you through the disaster and provide peace of mind knowing what to do to keep your business running. The template can be customized to your specific needs and provides for documentation of: Section I - Plan Overview and Contact Information 1. Plan Summary 2. Plan Approval 3. BCP Leadership Roles and Responsibilities 4. Internal Contact Information 5. External Contact Information (Customers) 6. External Contact Information (Suppliers and Business Service Providers) 7. Utilities and Facilities Services 8. Financial Services Contact Information 9. Regulatory Agency Contact Information 10. Critical Records and Systems 11. Backup Locations 12. Backup Service Provider and Supplier Information 13. Emergency Services Contact Information Section II - Business Risk Assessment and Impact Evaluation 14A. Business Process Risk Evaluation 14B. Business Process Disruption Impact Evaluation Section III - Pre-Emergency Planning 15. Risk Mitigation 16. Emergency Materials and Supplies Section IV - BCP Plan Activation and Implementation 17. Plan Activation 18. Plan Implementation Section V - BCP Plan Deactivation and Restoration of Normal Operations 19. BCP Plan Deactivation 20. Return To Normal Operations Section VI - BCP Plan Testing Section VII - BCP Plan Maintenance Section VIII - Appendices / Attachments NEW Material for 2nd Edition: BCP Essentials (Key Requirements for Effective BCPs, Common Mistakes and What To Watch Out For) Personal Emergency Plan For Yourself and Your Family

Business Continuity Planning Kenneth L. Fulmer,2015-02-11 This easy workbook format shows managers new to Business Continuity Planning how to quickly develop a basic plan and keep it updated. If you've been tasked with developing

a basic business continuity plan and aren't sure where to start, this workbook with sample forms, checklists, templates, and plans will walk you step-by-step through the process. The book is aimed at single/few location companies with up to 250 employees and is more oriented to an office environment, especially where computer operations are critical. It offers a fast, practical approach for small companies with limited staff and time to customize a workable plan and expand it as they grow. Endorsed by The Business Continuity Institute and Disaster Recovery Institute International, it includes these helpful tools: Straightforward, jargon-free explanations emphasize the non-technical aspects of Information Technology/Disaster Recovery planning. Glossary with 120 terms and Appendices with sample risk assessment and risk analysis checklists. Extensive, easy-to-use downloadable resources include reproducible worksheets, forms, templates, questionnaires, and checklists for various natural disasters and special hazards such as power outages, boiler failures, bomb threats, hazardous material spills, and civil unrest, along with a checklist for vital records storage. For professional development or college classes the book is accompanied by a set of Instructor Materials.

Faster Disaster Recovery Jennifer H. Elder, Samuel F. Elder, 2019-04-02 Protect your company's finances in the event of a disaster In the face of an environmental or man-made disaster, it's imperative to have a contingency plan that's mapped out your corporation's strategy to minimize the impact on the daily functions or life of the corporation. Successful planning not only can limit the damage of an unforeseen disaster but also can minimize daily mishaps—such as the mistaken deletion of files—and increase a business's overall efficiency. *Faster Disaster Recovery* provides a 10-step approach for business owners on creating a disaster recovery plan (from both natural and man-made events). Each chapter ends with thought-provoking questions that allow business owners to explore their particular situation. Covers natural events such as earthquakes and floods Provides guidance on dealing with man-made events such as terrorist attacks Offers worksheets to make your contingency plans Includes several examples throughout the book There's no time like the present to develop a business contingency plan—and this book shows you how.

Contingency Plan Template Suite for HIPAA BIA, BCP and DRP Jamie McCafferty, Bhaven Mehta, 2006

Business Continuity For Dummies The Cabinet Office, Stuart Sterling, Anna Payne, Brian Duddridge, Andrew Elliott, Michael Conway, 2012-08-15 The easy way to ensure your business is prepared for anything If disaster struck, could your business continue to operate? It might be a fire, flood, storm, technical failure, or a quality control failure - whichever way, how can you minimize the risk of disruption to your business? Business Continuity Management (BCM) is a way to identify and manage risks to the smooth running of your company. The aim is to ensure you stay in business in the event of trouble. Written by a team of experts, *iBusiness Continuity For Dummies* Assess and minimize the risk of disruption to your business Create your own business continuity plan Apply business continuity in practice What are you waiting for? Take action now to ensure the survival of your business with *Business Continuity For Dummies*.

The Comprehensive Business Continuity Management Program Douglas M. Henderson, FSA, CBCP, 2008-06-30 The Comprehensive Business Continuity Plan is a complete template program for business on CD-ROM that includes advice for all development steps from the Information Collection Process, through the Business Analysis, to the actual Business Continuity and Crisis Response documentation and finally with assistance for the ongoing exercising and maintenance process. PLANNING CAN BE EXTREMELY OVERWHELMING ... BUT WE'VE MADE IT EASY FOR YOU! - How can we protect our business assets? - How do we recover business operations? - How do we assist our employees? - How do we respond to an emergency? - What are the priorities? - What actions do we take first? - How do we get started? - Where do we begin? - How do we collect data? - What analysis do we need to perform? The Comprehensive Business Continuity Management Program identifies Step by Step Solutions to these and other important questions. It contains a considerable amount of standard language that enables the user to easily review and edit text. It guides the user (with 'Author's Notes' and 'Sample Reports & Plans') to create a Business Continuity Management Program for your company. All files use Fill-In-The-Blank format and Microsoft Word Templates that are EASY TO UPDATE and require NO SPECIAL TRAINING! The Comprehensive Business Continuity Management Program follows professional standards as recommended by the Disaster Recovery Institute International, Business Continuity Institute Good Practices Guide, NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs as well as industry best practices.

Business Continuity Management Plain and Simple: How to Write a Business Continuity Plan (BCP) Erik Kopp, 2018-03-07 Business Continuity Management is as critical to Small Businesses and Non-Profit Organizations as it is to Large Corporations The difference is that large corporation have large budgets to pay for large complex Business Continuity Plans (BCPs), which would cost much more than many smaller organizations can afford. But the fact is that Business Continuity Planning does not need to be big and complicated if you are not running a big and complicated organization. Life is complicated enough. Your Business Continuity Management just needs to be effective for your requirements, so that your business can be resilient in the face of life's many challenges. The fact is that small businesses without effective Business Continuity Plans are more likely to be out of business following a disruptive event (such as fire, flood, loss of data, IT failure, etc.) than a business which has a working BCP in place to keep critical business operations running after disaster strikes. In situations such as this, you want to know clearly what needs to be done to keep business running. You need to be prepared so that panic does not cause you to make inappropriate and ineffective decisions which will hurt your business. And you need to be able to put this plan in place without spending a fortune. This book walks you through all the key elements of effective Business Continuity Management and Planning, in plain simple facts. No fancy jargon or double-talk to make the author look smarter, while wasting your time and money. Whether you decide to manage this within your own organization or bring in outside resources, this information will make you an informed consumer and could save you serious \$\$\$\$.

Business Continuity and Disaster Recovery Planning for IT Professionals Susan Snedaker,2011-04-18 Powerful Earthquake Triggers Tsunami in Pacific. Hurricane Katrina Makes Landfall in the Gulf Coast. Avalanche Buries Highway in Denver. Tornado Touches Down in Georgia. These headlines not only have caught the attention of people around the world, they have had a significant effect on IT professionals as well. As technology continues to become more integral to corporate operations at every level of the organization, the job of IT has expanded to become almost all-encompassing. These days, it's difficult to find corners of a company that technology does not touch. As a result, the need to plan for potential disruptions to technology services has increased exponentially. That is what Business Continuity Planning (BCP) is: a methodology used to create a plan for how an organization will recover after a disaster of various types. It takes into account both security and corporate risk management tactics. There is a lot of movement around this initiative in the industry: the British Standards Institute is releasing a new standard for BCP this year. Trade shows are popping up covering the topic. * Complete coverage of the 3 categories of disaster: natural hazards, human-caused hazards, and accidental and technical hazards. * Only published source of information on the new BCI standards and government requirements. * Up dated information on recovery from cyber attacks, rioting, protests, product tampering, bombs, explosions, and terrorism.

A Supply Chain Management Guide to Business Continuity Betty A. Kildow,2011-01-12 A well-monitored supply chain is any business's key to productivity and profit. But each link in that chain is its own entity, subject to its own ups, downs, and business realities. If one falters, every other link—and the entire chain—becomes vulnerable. Kildow's book identifies the different phases of business continuity program development and maintenance, including: • Recognizing and mitigating potential threats, risks, and hazards • Evaluating and selecting suppliers, contractors, and service providers • Developing, testing, documenting, and maintaining business continuity plans • Following globally accepted best practices • Analyzing the potential business impact of supply chain disruptions Filled with powerful assessment tools, detailed disaster-preparedness checklists and scenarios, and instructive case studies in supply chain reliability, *A Supply Chain Management Guide to Business Continuity* is a crucial resource in the long-term stability of any business.

IBM System Storage Business Continuity: Part 1 Planning Guide Charlotte Brooks,Clem Leung,Aslam Mirza,Curtis Neal,Yin Lei Qiu,John Sing,Francis TH Wong,Ian R Wright,IBM Redbooks,2007-03-07 A disruption to your critical business processes could leave the entire business exposed. Today's organizations face ever-escalating customer demands and expectations. There is no room for downtime. You need to provide your customers with continuous service because your customers have a lot of choices. Your competitors are standing ready to take your place. As you work hard to grow your business, you face the challenge of keeping your business running without a glitch. To remain competitive, you need a resilient IT infrastructure. This IBM Redbooks publication introduces the importance of Business Continuity in today's IT environments. It provides a comprehensive guide to planning for IT Business Continuity and can help you design and select

an IT Business Continuity solution that is right for your business environment. We discuss the concepts, procedures, and solution selection for Business Continuity in detail, including the essential set of IT Business Continuity requirements that you need to identify a solution. We also present a rigorous Business Continuity Solution Selection Methodology that includes a sample Business Continuity workshop with step-by-step instructions in defining requirements. This book is meant as a central resource book for IT Business Continuity planning and design. The companion title to this book, IBM System Storage Business Continuity: Part 2 Solutions Guide, SG24-6548, describes detailed product solutions in the System Storage Resiliency Portfolio.

The Business Continuity Management Desk Reference Jamie Watters,2010 Tools and techniques to make Business Continuity, Crisis Management and IT Service Continuity easy. If you need to prepare plans, test and maintain them, or if you need to set up DR or Work Area Recovery; then this book is written for you. The Business Continuity Desk Reference is written in simple language but is useful to both experienced professionals and newbies. Inside you'll discover: - The key concepts; explained in simple terms.- How to quickly assess your Business Continuity so that you can focus your time where it matters.- How to complete a Business Impact Assessment.- How to write plans quickly that are easy to use in a disaster.- How to test everything so that you know it will work.- How to assess any third party dependencies.- How to make sure that suppliers are robust. - How to meet customer, audit and regulatory expectations.- Get your hands on tools and templates that will make your life easy and make you look great.- Understand what other people do and how to delegate your work to them to make your life easier!

Business Continuity Planning Ken Doughty,2000-09-11 Once considered a luxury, a business continuity plan has become a necessity. Many companies are required to have one by law. Others have implemented them to protect themselves from liability, and some have adopted them after a disaster or after a near miss. Whatever your reason, the right continuity plan is essential to your organization. Business

IT Business Continuity Documents Ivan Cordero,2019-08-23 IT Business Continuity Documents assures that during and after a disaster, there will be a documented roadmap toward returning to normal. Unfortunately, Business Continuity (BC) has been made into a complicated subject. And not surprisingly, there are a whole lot of books out there to cover all those in-depth methodologies. IT Business Continuity Documents is not one of those books. What this book does provide is a practical approach to handling unexpected events and disasters through the use of a documented Business Continuity Strategy. This book provides all you need to know to make your base Business Continuity Strategy a reality. It accomplishes this by teaching you about Business Continuity as you create your documents. The result is a fully documented IT Business Continuity Strategy. IT Business Continuity Documents is for everyone who has Business Continuity or Disaster Recovery in their job title. It's for: The IT colleague who just noticed the words Business Continuity in his/her yearly to-do project list. The

Data Center Administrator who just had a bad server day. The IT Supervisor who wants to sleep well at night. The IT Director who wants to keep his/her job after a major disaster. The Site Leader that wants to followup on the IT Business Continuity Strategy state. This small book (2-hour read) provides a clear path on what is required to get your IT Business Continuity documentation underway. It is written in simple terms and follows a logical order that will take you through the creation of the following four documents: Business Impact Analysis (BIA) Business Continuity Plan (BCP) Disaster Recovery Plan (DRP) Disaster Recovery Script (DRS) It then ties in the administration of these documents under a Standard Operating Procedure. Finally, this book is all about keeping I.T. simple. I will go over what to consider and what to include when creating these Business Continuity documents. I promise I won't surprise you halfway through with some gimmicky offer. It's all here. We won't be re-inventing the wheel, and I won't bore you with the latest methodology hype. This book is a simple documented plan for the design, creation, and maintenance of IT Business Continuity documents. I won't just cover how to write the BC documents; I will explain the reasoning behind these documents. This book is not template-based; it's an informative guide on how to create your BC documents. It's my goal that with the information and guidance included in this book, you successfully write your BC documents. Templates seldom fit specific requirements and provide little or no reasoning on why things are the way they are. In this book, you will find all the information required to write BC documents that you can easily explain to your team, boss, and external auditors. You will understand: How IT Disaster Recovery ties back into Business Continuity. When to activate one type of BC document and when to apply the other. How the BIA, BCP, DRP, and DRS documents relate to one another. How to implement these Business Continuity documents without incurring in costly consultant services. Think it's impossible? It's not; it's all here in under 200 pages. This approach to Business Continuity will fit in perfectly to most methodologies out there. So if the rest of the business gets on board at a later date, all your hard work won't be lost. BC documents created using the approach described in this book have been part of quality audits that have resulted in zero findings. Note: With the purchase of the paperback you receive a free download of the kindle format ebook.

Developing Your Pandemic Influenza Business Continuity Plan Dr Goh Moh Heng,2006-03-01 The flu pandemic continues to threaten organizations with unimaginable disastrous impact. This book provides the principles of the BCM planning methodology and shows how they can be applied to prepare an effective and detailed pandemic flu business continuity plan. It is a comprehensive guide book that includes a practical 'fast track' how-to-do-it template so that even those without previous experience in business continuity planning, can develop their own pandemic flu business continuity plans.

Validating Your Business Continuity Plan Robert Clark,2015-11-17 Business continuity planning is a process of continual improvement, not a matter of writing a plan and then putting your feet up. Attempting to validate every aspect of your plan, however - particularly in a live rehearsal situation - could create a disaster of your own making. Validating Your Business Continuity Plan examines the three essential components of validating a business continuity plan - exercising, maintenance

and review - and outlines a controlled and systematic approach to BCP validation while considering each component, covering methods and techniques such as table-top reviews, workshops and live rehearsals. The book also takes account of industry standards and guidelines to help steer the reader through the validation process, including the international standard ISO 22301 and the Business Continuity Institute's Good Practice Guidelines. In addition, it provides a number of case studies based on the author's considerable experience - some of them successful, others less so - to highlight common pitfalls and problems associated with the validation process.

Operational and Business Continuity Planning for Prolonged Airport Disruptions Scott Corzine, 2013 TRB's Airport Cooperative Research Program (ACRP) Report 93: Operational and Business Continuity Planning for Prolonged Airport Disruptions provides a guidebook and software tool for airport operators to assist, plan, and prepare for disruptive and catastrophic events that have the potential for causing prolonged airport closure resulting in adverse impacts to the airport and to the local, regional, and national economy. The software tool is available in a CD-ROM format and is intended to help develop and document airport business continuity plans or revise current plans in light of this guidance. The CD is also available for download from TRB's website as an ISO image.--Publisher's description.

Business Continuity Management, Second Edition Dominic Elliott, Ethné Swartz, Brahim Herbane, 2010-03-26 Since the publication of the first edition in 2002, interest in crisis management has been fuelled by a number of events, including 9/11. The first edition of this text was praised for its rigorous yet logical approach, and this is continued in the second edition, which provides a well-researched, theoretically robust approach to the topic combined with empirical research in continuity management. New chapters are included on digital resilience and principles of risk management for business continuity. All chapters are revised and updated with particular attention being paid to the impact on smaller companies. New cases include: South Africa Bank, Lego, Morgan Stanley Dean Witter; small companies impacted by 9/11; and the New York City power outage of August 2003.

A Supply Chain Management Guide to Business Continuity Betty A. Kildow, 2011 A well-monitored supply chain is any business's key to productivity and profit. But each link in that chain is its own entity, subject to its own ups, downs, and business realities. If one falters, every other link-and the entire chain-becomes vulnerable. Kildow's book identifies the different phases of business continuity program development and maintenance, including: * Recognizing and mitigating potential threats, risks, and hazards * Evaluating and selecting suppliers, contractors, and service providers * Developing, testing, documenting, and maintaining business continuity plans * Following globally accepted best practices * Analyzing the potential business impact of supply chain disruptions Filled with powerful assessment tools, detailed disaster-preparedness checklists and scenarios, and instructive case studies in supply chain reliability, *A Supply Chain Management Guide to Business Continuity* is a crucial resource in the long-term stability of any business.

Principles and Practice of Business Continuity Jim Burtles, KLJ, CMLJ, FBCI, 2015-01-01 This comprehensive how-to guide captures the distilled wisdom and experience of Jim Burtles, a founding fellow of the Business Continuity Institute; an internationally renowned figure in business continuity with over 30 years of experience and teaching across 22 countries; and a veteran of practical experience that includes recovery work with victims of events such as bombings, earthquakes, storms and fires, along with technical assistance/ support in more than 90 disasters, and advice/guidance for clients in over 200 emergency situations. As such, this book is a gold mine of practical information, based on solid theoretical underpinnings. It is an ideal combination of the practice of business continuity - standards, best practices, global perspectives - and, the process of business continuity - planning, development, implementation, and maintenance. Jim presents a clear picture of not only how to do what needs to be done, but why. By striking a balance between theory and practice, Jim's approach makes the reader's job much easier and more effective. Illustrated with numerous charts, forms and checklists, the book covers business continuity management from start to finish: understanding risks; assessing impact and developing a Business Impact Analysis; choosing contingency strategies; emergency response processes and procedures; salvage and restoration; disaster recovery; developing business continuity plans, including those for business continuity, emergency response, crisis management, function restoration, and disaster recovery; maintaining long term continuity; reviewing and auditing plans; exercising and testing plans; crisis management; dealing with various personnel issues before, during and after a crisis; and working with a variety of agencies and people, including local authorities, regulators, insurers, fire and rescue personnel, and neighbors. This comprehensive reference based on years of practical experience will ensure that the reader is in a position to engage in all of the activities associated with the development, delivery, exercise and maintenance of a business continuity program. There is a glossary of 90 business continuity terms. The accompanying downloadable BCP Tool Kit has 24 planning and analysis tools, including sample plans for evacuation, emergency response, and crisis management; scripts and plot development tools for creating exercises to test and audit plans; analysis tools for fire exposure, service impact, resource requirements, etc. It also includes checklists, case studies, and Web references. In addition to those highlighted above, this book includes additional important features: Ideal for senior undergraduate, MBA, certificate, and corporate training programs. Chapter overviews and conclusions; charts, graphs and checklists throughout Glossary of 90 business continuity terms. Downloadable Business Continuity Tool Kit, including templates of a sample business continuity plan, evacuation plan, emergency response plan, crisis management plan; case studies and exercises; student assignments; Websites; reader self-assessment. Instructor Materials, including PowerPoint slides, Syllabus and Instructor's Manual for 8-week course, with emphasis on student role playing. Author is a business continuity management pioneer and legend

Business Continuity Exercises Charlie Maclean-Bristol, MA (Hons), PgD, FBCI, FEPS, CBCI, 2020-11-01 An

Unexercised Continuity Plan Could Be More Dangerous Than No Plan At All! Is exercising your continuity program too time-consuming, costly, or difficult to justify in the face of conflicting organizational priorities or senior management buy-in? What if you could use quick, cost-effective, easy exercises to get valuable results with only a relatively modest commitment? Whether you're a seasoned practitioner or just getting started, Charlie Maclean-Bristol provides you with expert guidance, a practical framework, and lots of proven examples, tools, tips, techniques and scenarios to get your business continuity exercise program moving! You can carry out any of the 18 simple yet effective exercises detailed in this book in less than an hour, regardless of your level of experience. Plus, you will find all the support you will need to produce successful exercises. Build your teams' knowledge, experience, confidence and abilities while validating your business continuity program, plans and procedures with these proven resources! **Business Continuity Exercises: Quick Exercises to Validate Your Plan Will Help You To:** Understand the process of planning and conducting business exercises efficiently while achieving maximum results. Develop the most appropriate strategy framework for conducting and assessing your exercise. Overcome obstacles to your business continuity exercise program, whether due to budget restrictions, time constraints, or conflicting priorities. Choose the most appropriate and effective exercise scenario, purpose and objectives. Plan and conduct your exercise using a straightforward, proven methodology with extensive tools and resources. Conduct exercises suitable for responding to all types of business interruptions and emergencies, including cyber incidents and civil disasters. Conduct exercises for newcomers to business continuity as well as for experienced practitioners. Create a comprehensive post-exercise report to achieve valuable insights, keep management and participants in the loop, and to further your objectives.

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