



Corporate/Company  
Logo

Name of Organisation

# BUSINESS CONTINUITY PLAN

Version Control Number

Date

Author



## TABLE OF CONTENTS

## **Outline of Plan**

### **Part 1 – General/Overview**

Introduction

Aim of Plan

Objectives

### **Part 2 – Roles and Responsibilities**

Roles and responsibilities

### **Part 3 – Notification, Activation and Escalation**

Invocation of BCM Plan and escalation process

Call out procedure and flowchart

### **Part 4 – BCM Team**

Details of BCM Team

Contact details

Location of BCM Command Centre

Battlebox

### **Part 5 – Contacts**

Additional contacts - internal/external

Specialists

### **Part 6 – Checklists/Aide Memoire**

Mandatory/Discretionary tasks – Aide Memoires

### **Part 7 – General Information**

Personnel matters – warning/informing staff during and out of hours

Fatalities and injuries – procedure for informing next of kin (a suitably trained person)

Staff welfare and counselling

Informing/briefing the local community/media

H&SW

Liaison with Emergency Services/other!

Legal

Legal/statutory/regulatory obligations

Customers/suppliers and other interdependencies  
Insurance  
Specialist services  
Utilities  
Help lines – pre-recorded messages

### **Part 8 – Recovery Action Plan**

Recovery Plan of critical business activities or support activities  
Return to Operations (RTO) plan

### **Part 9 – Recovery Site Location**

Recovery site location and floor plan  
Map of recovery site location  
Relocation of staff (may need transport and accommodation)  
Meeting rooms  
Disabled access  
Parking  
Catering facilities  
Security  
Mail

### **Part 10 - Resources and Equipment**

No of standard workstations  
Software applications  
Connectivity  
Telecommunications and links  
Backed up data  
Documents – records/evidential for use in proceedings  
General office equipment  
Stationary  
Special Equipment/Services