

Use this cheat-sheet to quickly understand what you need for an ISO 22301 business continuity system for your organization.

CONSIDERATIONS	IMPLEMENTED?	NOTES
If a disaster or other disruption occurs, what do you need to maintain?		
Think of the types of emergencies and disruptions that can happen to your organization.		
Determine what activities throughout your organization you must preserve.		
Consider what activities and departments are dependent on others.		
Determine how long your organization can continue without each activity, resource, or department before the loss becomes unacceptable. Remember, losses are not only financial.		
Determine what resources you need for a successful recovery, such as personnel, training, equipment, and infrastructure.		
What do you need to recover?		
Learn how other organizations in the same industry approach recovery and recovery time objectives (RTOs).		
Determine what activities throughout your organization you must preserve.		
Write the business continuity plan.		
Draft damage assessment procedures.		
Include guidelines for when to activate the business continuity plan.		

Create a reference list of recovery team members and other key personnel with contact information.		
Create activation procedures.		
List critical suppliers and contact information.		
List all critical facilities, equipment, and resources.		
List important organizational information, such as insurance and financial details.		
Maintain your proficiency.		
Train any employees in recovery teams.		
Ensure everyone in the organization knows where to find information and procedures when a disruptive event happens.		
Verify that the plan works.		
Exercise the plan using realistic scenarios that fit your organization.		
Include the complete recovery team in the exercise.		
Revise your plan as needed based on exercise results.		

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