

# Business Continuity Plan Template

# Business Continuity Plan

Prepared By:  
Date Prepared:

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**Executive Summary**

Purpose of the Plan

Plan Objectives

Scope and Availability

Continuity Leadership

Continuity Team Roles and Contacts

Name	Role/Title	Primary Responsibility	Phone/Email	Backup Contact

Authority and Activation

Risk and Threat Assessment

Identified Risk and Vulnerabilities

Risk Likelihood and Impact

Critical Dependencies

Risk Analysis Summary

Risk Type	Likelihood	Impact	Preventive Action

# Business Impact Analysis

## Critical Business Functions

Function	RTO (hours/days)	RPO (hours/days)	Owner	Dependencies

## Recovery Time Objectives (RTO)

## Recovery Point Objectives (RPO)

**Response and Recovery Strategies**

Emergency Response Actions

Communication Protocols

Data and Systems Recovery

Facility and Asset Continuity

Continuity Scenarios

Scenario Response Summary

Scenario	Impact Level	Primary Response Actions	Team Involved

Continuity Plan Activation

Trigger Conditions

Escalation and Notification



Activation Procedures

**Testing and Maintenance**

Testing Schedule

Training and Awareness

Plan and Review Update Schedule

Testing and Review Log

Test Type	Date	Lead/Coordinator	Result Summary	Follow-Up Action

Appendices and Supporting Documents

Document Name	Type	Purpose/Relevance	Location/Reference

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