**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12399&utm_source=template-word&utm_medium=content&utm_campaign=Business+Continuity+Plan-word-12399&lpa=Business+Continuity+Plan+word+12399)Business Continuity Plan Template**



Business Continuity Plan

**Company Name**

Prepared By: Name

Date Prepared: MM/DD/YY

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Executive Summary

Purpose of the Plan

|  |
| --- |
|  |

Plan Objectives

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| --- |
|  |

Scope and Availability

|  |
| --- |
|  |

Continuity Leadership

Continuity Team Roles and Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role/Title** | **Primary Responsibility** | **Phone/Email** | **Backup Contact** |
|  | Plan owner |  |  |  |
|  | Incident commander |  |  |  |
|  | Communications lead |  |  |  |
|  | IT and systems recovery lead |  |  |  |
|  | Facilities / Site coordinator |  |  |  |

Authority and Activation

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Risk and Threat Assessment

Identified Risk and Vulnerabilities

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Risk Likelihood and Impact

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Critical Dependencies

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Risk Analysis Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Type** | **Likelihood** | **Impact** | **Preventive Action** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Business Impact Analysis

Critical Business Functions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Function** | **RTO (hours/days)** | **RPO (hours/days)** | **Owner** | **Dependencies** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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Recovery Time Objectives (RTO)

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|  |

Recovery Point Objectives (RPO)

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| --- |
|  |

Response and Recovery Strategies

Emergency Response Actions

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| --- |
|  |

Communication Protocols

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| --- |
|  |

Data and Systems Recovery

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| --- |
|  |

Facility and Asset Continuity

|  |
| --- |
|  |

Continuity Scenarios

Scenario Response Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario** | **Impact Level** | **Primary Response Actions** | **Team Involved** |
| Cyberattack |  |  |  |
| Natural disaster |  |  |  |
| Utility or infrastructure failure |  |  |  |
| Pandemic or health emergency |  |  |  |

Continuity Plan Activation

Trigger Conditions

|  |
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|  |

Escalation and Notification

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| --- |
|  |

Activation Procedures

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|  |

Testing and Maintenance

Testing Schedule

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| --- |
|  |

Training and Awareness

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| --- |
|  |

Plan and Review Update Schedule

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| --- |
|  |

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** |
| Emergency contact list |  |  |  |
| Supplier and partner continuity contacts |  |  |  |
| Alternate site details |  |  |  |
| Communication plan |  |  |  |
| Technology recovery procedures |  |  |  |
| Change log |  |  |  |

|  |
| --- |
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