**[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+Recovery+Plan-word-12399&lpa=Business+Recovery+Plan+word+12399)Business Recovery Plan Template**



Business Recovery Plan

**Company Name**

Prepared By: Name

Date Prepared: MM/DD/YY

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Executive Summary

Purpose of the Plan

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|  |

Recovery Objectives

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|  |

Recovery Leadership

Recovery Team Roles and Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role/Title** | **Primary Responsibility** | **Phone/Email** | **Backup Contact** |
|  | Recovery lead |  |  |  |
|  | Damage assessment coordinator |  |  |  |
|  | Technology recovery lead |  |  |  |
|  | Facilities restoration lead |  |  |  |
|  | HR and staff liaison |  |  |  |
|  | Vendor and supplier recovery coordinator |  |  |  |

Authority and Decision-Making

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| --- |
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Recovery Activation Criteria

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Incident Overview

Incident Description

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| --- |
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Incident Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Impacted Area** | **Type of Damage** | **Severity** | **Immediate Action Taken** | **Status** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Initial Response Summary

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| --- |
|  |

Recovery Priorities and Strategy

Function Restoration and Sequence

|  |
| --- |
|  |

Recovery Resource Requirements

|  |
| --- |
|  |

Recovery Tier Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tier** | **Function** | **Recovery Timeframe** | **Dependencies** | **Responsible Team** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

Asset and Infrastructure Recovery

Technology and Systems Restoration

|  |
| --- |
|  |

Facilities and Equipment Recovery

|  |
| --- |
|  |

Supplier and Vendor Coordination

|  |
| --- |
|  |

Personnel and Communications

Staff Recovery Assignments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee/Role** | **Assignment Task** | **Start Date** | **Recovery Phase** | **Supervisor** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Employee Outreach and Support

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Stakeholder Communication Plan

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| --- |
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Recovery Timeline and Milestones

Recovery Phases and Goals

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| --- |
|  |

Key Milestone Targets

|  |
| --- |
|  |

Recovery Timeline Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase/ Quarter** | **Goal** | **Milestone** | **Target Completion Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

Post-Recovery Review and Improvement

Performance Evaluation

|  |
| --- |
|  |

Plan Update Recommendations

|  |
| --- |
|  |

Lessons Learned Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Observation** | **Challenge/Gap** | **Recommended Action** | **Owner** | **Due Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Appendices and Supporting Documents

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Name** | **Type** | **Purpose/Relevance** | **Location/Reference** |
| Post-incident report |  |  |  |
| Updated vendor agreements |  |  |  |
| Technology recovery SOP |  |  |  |
| Insurance claims summary |  |  |  |
| Communication plan archive |  |  |  |
| Change log |  |  |  |

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