

## Business Continuity and Disaster Preparedness Plan

**PLAN TO STAY IN BUSINESS**

If this location is not accessible we will operate from location below:

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

If the person is unable to manage the crisis, the person below will succeed in management:

\_\_\_\_\_  
Primary Emergency Contact

\_\_\_\_\_  
Secondary Emergency Contact

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
Alternative Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
E-mail

**EMERGENCY CONTACT INFORMATION**

Dial 9-1-1 in an Emergency

\_\_\_\_\_  
Non-Emergency Police/Fire

\_\_\_\_\_  
Insurance Provider

## Business Continuity and Disaster Preparedness Plan (cont'd)

### PLAN TO STAY IN BUSINESS

The following natural and man-made disasters could impact our business:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operation	Staff in Charge	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Business Continuity and Disaster Preparedness Plan (cont'd)

### SUPPLIERS AND CONTRACTORS

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Materials / Service Provided: \_\_\_\_\_

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Materials / Service Provided: \_\_\_\_\_

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Materials / Service Provided: \_\_\_\_\_

## Business Continuity and Disaster Preparedness Plan (cont'd)

**EVACUATION PLAN FOR \_\_\_\_\_ LOCATION**

(Insert Address)

The following natural and man-made disasters could impact our business:

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures \_\_\_\_ times a year.

If we must leave the workplace quickly:

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1. Warning System: \_\_\_\_\_

We will test the warning system and record results \_\_\_\_ times a year.

2. Assembly Site: \_\_\_\_\_

3. Assembly Site Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

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4. Shut Down Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

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5. \_\_\_\_\_ is responsible for issuing all clear.

## Business Continuity and Disaster Preparedness Plan (cont'd)

**SHELTER IN PLACE PLAN FOR \_\_\_\_\_ LOCATION**

(Insert Address)

The following natural and man-made disasters could impact our business:

- We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- We have located, copied and posted building and site maps.
- We will practice shelter procedures \_\_\_\_ times a year.

If we must take shelter quickly:

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1. Warning System: \_\_\_\_\_

We will test the warning system and record results \_\_\_\_ times a year.

2. Storm Shelter Location: \_\_\_\_\_

3. "Seal the Room" Shelter Location: \_\_\_\_\_

4. Shelter Location & Alternate : \_\_\_\_\_

a. Responsibilities Include:

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5. Shut Down Manager & Alternate: \_\_\_\_\_

a. Responsibilities Include:

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6. \_\_\_\_\_ is responsible for issuing all clear.

## Business Continuity and Disaster Preparedness Plan (cont'd)

### COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way:

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In the event of a disaster we will communicate with employees in the following way:

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### CYBER SECURITY

To protect our computer hardware, we will:

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To protect our computer software, we will:

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If our computers are destroyed, we will use back-up computers at the following location:

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### RECORDS BACK-UP

\_\_\_\_\_ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite \_\_\_\_\_.

Another set of back-up records is stored at the following off-site location:

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If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

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## Business Continuity and Disaster Preparedness Plan (cont'd)

**EMPLOYEE EMERGENCY CONTACT INFORMATION**

The following is a list of our co-workers and their individual emergency contact information:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ANNUAL REVIEW**

We will review and update this business continuity and disaster plan in \_\_\_\_\_.