

What Makes a Business Continuity Plan

Document Control

Priorities and Responsibilities

Key Risks and Minimization Measures

- Assumptions: What assumptions you have made about how you would handle a crisis?
- Disaster Events: What events that are most likely to occur and affect your organization during a disaster?

Roles and Responsibilities

Emergency Recovery Process

- Activate the Emergency Evacuation Procedures
- Activate the Business Continuity Plan
- Manage Staff's Immediate Concerns (During Business Hours)
- Letting Staff Know About the Emergency (Outside Normal Business Hours)

Business Recovery Process

- Set Up the Business Recovery Office (Temporary Offsite Location)
- Communication Priorities and Processes
- Reinstate Services at the Office

Business Continuity Plans for Information and Communications Technology

- Payroll
- Email
- Network and Remote Access
- Phones
- Specialist Applications and Accounting Systems
- Website

Emergency Delegations List

Contact Lists

- Organizational Charts and Phone List
- Third Party and Stakeholder Contact Lists