Sample Business Continuity and Disaster Preparedness Plan

☐ **PLAN TO STAY IN BUSINESS**

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Business Name</th>
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<td></td>
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<tr>
<td>Address</td>
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<td>City, State</td>
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<td>Telephone Number</td>
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The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

<table>
<thead>
<tr>
<th>Primary Emergency Contact</th>
<th>Secondary Emergency Contact</th>
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<tr>
<td>Telephone Number</td>
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<tr>
<td>E-mail</td>
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☐ **EMERGENCY CONTACT INFORMATION**

Dial 9-1-1 in an Emergency

<table>
<thead>
<tr>
<th>Non-Emergency Police/Fire</th>
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Insurance Provider
Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ BE INFORMED
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.

<table>
<thead>
<tr>
<th>Operation</th>
<th>Staff in Charge</th>
<th>Action Plan</th>
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</tbody>
</table>
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: ____________________________________
Sample Business Continuity and Disaster Preparedness Plan (cont'd)

□ EVACUATION PLAN FOR __________________________ LOCATION

(Insert address)

- 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:

____________________________________________________________________________

____________________________________________________________________________

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:

      ___________________________________________________________________

      ___________________________________________________________________

      ___________________________________________________________________

4. Shut Down Manager & Alternate:______________________________________________

   a. Responsibilities Include:

      ___________________________________________________________________

      ___________________________________________________________________

      ___________________________________________________________________

5. _________________________is responsible for issuing all clear.
Sample Business Continuity and Disaster Preparedness Plan (cont'd)

☐ SHELTER-IN-PLACE PLAN FOR __________________________ LOCATION

(Insert address)

- 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 will practice shelter procedures ____ times a year.

If we must take shelter quickly

________________________________________________________________________________________

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 Manager & Alternate:
   a. Responsibilities Include:
      ____________________________________________________________________
      ____________________________________________________________________
      ____________________________________________________________________

5. Shut Down Manager & Alternate:
   a. Responsibilities Include:
      ____________________________________________________________________
      ____________________________________________________________________
      ____________________________________________________________________

6. _________________________is responsible for issuing all clear.
□ **COMMUNICATIONS**

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

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

__________________________________________________________________________

□ **CYBER SECURITY**

To protect our computer hardware, we will:

__________________________________________________________________________

To protect our computer software, we will:

__________________________________________________________________________

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

__________________________________________________________________________

□ **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:

__________________________________________________________________________

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

__________________________________________________________________________
Sample 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 ________________.