#

# Business continuity management

|  |  |
| --- | --- |
| Key contact: |  |
| **Version number:** |  |
| **Asset owner:** |  |
| **Responsible team:** |  |
| **Approved by:** |  |
| **Review date:** |  |

A guide to business recovery

# 1. Staff needed

## Business recovery team (Executive Team)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Office** | **Mobile** | **Home** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

##  Other staff members in the department

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Office** | **Mobile** | **Home** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |  |  |

# 2. Pre-agreed assembly points for the business recovery team

If the primary on-site location is unavailable due to the incident itself, the team should arrange to meet at the secondary location which is an off-site location a suitable distance away from the primary site.

|  |  |
| --- | --- |
| **Assembly points** | **Location / address** |
| Primary (on-site) |  |
| Alternate (off-site) |  |

# 3.Critical functions/activities

|  |  |  |
| --- | --- | --- |
| **Critical function/activity** | **Resources needed** | **Risks to be mitigated** |
|  |  |  |

# 4. Action plan - actions required to mitigate risk

|  |  |  |
| --- | --- | --- |
| **Risk** | **Action required – what, how?** | **Who will do this?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 5 Dependencies

##  5.1 Key Internal Interdependencies

|  |  |  |
| --- | --- | --- |
| Name | Department | Contact details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 5.2 Key External Interdependencies and Partnerships

|  |  |  |
| --- | --- | --- |
| Name | Product/service | Contact details |
|  |  |  |
|  |  |  |
|  |  |  |

# 5.3 Critical Suppliers

|  |  |  |
| --- | --- | --- |
| Name | Contracted product/service | Contact details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 6 Staffing and Welfare issues

|  |  |  |  |
| --- | --- | --- | --- |
| List staff welfare concerns | How will they be addressed? | By whom? | When? |
|  |  |  |  |