[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Business Continuity Plan

[Company name] - effective [date], review [date]

1. Purpose

This plan keeps [Company name] running - or recovers it quickly - when normal operations are disrupted by fire, flood, IT failure, pandemic, loss of key staff, supplier failure or similar events.

2. Roles

Role	Name	Deputy	Contact
Continuity lead	[Name]	[Name]	[Phone]
IT / systems	[Name]	[Name]	[Phone]
Operations	[Name]	[Name]	[Phone]
Communications	[Name]	[Name]	[Phone]

3. Critical functions (in recovery priority order)

#	Function	Max tolerable downtime	Recovery steps
1	[e.g. Customer order processing]	[e.g. 4 hours]	[steps]
2	[e.g. Payroll]	[e.g. 24 hours]	[steps]
3	[e.g. Email / phones]	[e.g. 8 hours]	[steps]

4. Key contacts

Contact	Details
Emergency services	[number]
Insurance provider / policy no.	[details]
IT support	[details]
Key supplier 1	[details]
Key supplier 2	[details]
Landlord / building manager	[details]

5. IT recovery

- Backups: [where stored, how often, last tested [date]].
- Recovery point: [e.g. max 24 hours of data loss acceptable].
- Alternate systems / manual workarounds: [details].

6. Alternate work location

If [primary address] is unusable: [alternate address / work-from-home plan]. Staff notified via [phone tree / messaging group / email].

7. Communication plan

- Staff: [who tells whom, by what channel].
- Customers: [template message holder: [name]; channels: [website banner / email / social]].

- Suppliers and partners: [owner: [name]].

8. Testing and review

Test this plan [annually / twice a year] with a [tabletop exercise / full drill]. Review after every incident and every [12] months. Last tested: [date].