**SAMPLE BUSINESS CONTINUTY PLAN**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address/ contact details** |  |
| **Plan Owner** |  |

**What does your Business do?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Functions** | **Requirements/Output** | **Criticality****(H, M, L)** | **Length of time before critical** |
| *e.g Payroll* | *Staff paid on 25th of each month* | *H* | *1 month* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Critical Resources – People, Locations, Systems, Suppliers.**

**Critical**: those work areas that are critical to delivering products and services to customers.

**Non-Critical**: those work areas that could be ceased or suspended for a period of time, enabling this resource to be used to support the critical work areas.

**Critical Work Areas.**

|  |  |  |
| --- | --- | --- |
| **Work Area/Individual** | **Contingency arrangements to be implemented**  | **Minimum no. of people required to function** |
|  |  |  |
|  |  |  |
|  |  |  |

**Non-Critical Work Areas.**

|  |  |  |
| --- | --- | --- |
| **Work Area/Individual** | **Actions to be taken or comments about ability to suspend** | **Minimum no. of people required to function** |
|  |  |  |
|  |  |  |
|  |  |  |

**Loss of Key Locations (Buildings)**

**Location 1:**

|  |  |  |
| --- | --- | --- |
| **Option** | **Impact and Contingency arrangements to be implemented including Fallback site** | **People affected** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

Supporting information (including contacts, down-time, and communications):

 **Loss of Critical IT Systems**

**.**This section of the plan outlines the arrangements for loss of Critical IT systems.

|  |  |
| --- | --- |
| **IT System** | **Impact and Contingency arrangements to be implemented** |
|  |  |
|  |  |
|  |  |

Supporting information (including contacts, down-time, and communications):

**Loss of Services or Suppliers**

|  |  |
| --- | --- |
| **Service** | **Contingency arrangements to be implemented** |
|  |  |
|  |  |
|  |  |

Supporting information (including contacts, down-time, and communications):

|  |  |
| --- | --- |
| **Supplier** | **Contingency arrangements to be implemented** |
|  |  |
|  |  |
|  |  |

Supporting information (including contacts, down-time, and communications)

 **Risks**

The below table should detail any known risks to your business that would impact on its key functions

e.g.

Financial - Financial irregularity, Fraudulent record keeping, Misuse of funds

Loss of access to buildings – Partial/permanent building damage, Localised fire or damage

Loss of people - Unavailability of staff for lengthy period, Staff sickness, Unexpected resignation

IT Failure – Power loss, Malicious hacking, Virus.

.

Likelihood of Risk - High/Medium/Low

Impact if Risk occurred - High/Medium/Low

Mitigation in place

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Likelihood H/M/L** | **Impact H/M/L** | **Mitigation in place** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |