

**1). Analyze Your Business**

Company Name

CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Continuity Plan Template**

**Business Continuity and Disaster Recovery Plan**

**5).Rehearse Your Plan**

**4).**

**Develop Your Plan**

**2). Access the Risks**

**3). Develop Your Strategy**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Manager

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| Prepared by (Name/Title): | | | Date/Time: | | | | |
|  | | |  | | |  | |
| Event or Incident: | | | Contact Information for Further Details: | | | | |
|  | | |  | | | | |
| Situation Overview: | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Objectives: | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Tasks/Assignments | | | | Assigned To: | | | Completion Time: |
| 1. |  | | |  | | |  |
| 2. |  | | |  | | |  |
| 3. |  | | |  | | |  |
| 4. |  | | |  | | |  |
| 5. |  | | |  | | |  |
| 6. |  | | |  | | |  |
| 7. |  | | |  | | |  |
| 8. |  | | |  | | |  |
| 9. |  | | |  | | |  |
| 10. |  | | |  | | |  |
|  | | | | | | | |
| This Brief Distribution To: | | | | | | | |
| Name/Title: | |  | Name/Title: | |  | | |
| Name/Title: | |  | Name/Title: | |  | | |
| Other Comments: | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Attachments (list): | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Next Scheduled Brief/Meeting/Update: | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |

**Action Briefing**

Revision Date: MM, DD, YYYY

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Section:

Document Number

ABC Company LTD.

Business Continuity and Disaster Recovery Plan