

Business Continuity and Disaster Preparedness Plan

Business Name:

Address:

Phone Number:

If this location is not accessible operations will be moved to:

Business Name:

Address:

Phone:

Primary Crisis Manager/Spokes person:

Primary Emergency Contact Name:

Phone:

Alternate Phone:

Email:

Secondary Emergency Contact Name:

Phone:

Alternate Phone:

Email:

Dial 9-1-1 in an Emergency

Local Police Dept. number:

Local Fire Dept. number:

Insurance Provided number:

Emergency Planning Team Members:

- 1.
- 2.
- 3.
- 4.

Outside Emergency Participants:

Neighboring Businesses:

Building Management:

Critical Operations:

- | | | |
|---------------|------------------|--------------|
| 1. Operation: | Staff in Charge: | Action Plan: |
| 2. Operation: | Staff in Charge: | Action Plan: |
| 3. Operation: | Staff in Charge: | Action Plan: |
| 4. Operation: | Staff in Charge: | Action Plan: |
| 5. Operation: | Staff in Charge: | Action Plan: |
| 6. Operation: | Staff in Charge: | Action Plan: |
| 7. Operation: | Staff in Charge: | Action Plan: |

Suppliers and Contractors:

Company Name:

Address:

Phone: Fax: email:

Contact Name: account number:

Materials /Service Provided:

First Backup Company Name:

Address:

Phone: Fax: email:

Contact Name: account number:

Second Backup Company Name:

Address:

Phone: Fax: email:

Contact Name: account number:

Communications:

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

We will communicate our emergency plans with our clients 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:

Name of individual responsible for backing up our critical records including payroll and accounting:

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:

Employee Emergency Contact Information:

Name: Phone 1: Phone 2:

Name: Phone 1: Phone 2:

Name: Phone 1: Phone 2:

Name: Phone 1: Phone 2:

Name: Phone 1: Phone 2:

Name: Phone 1: Phone 2:

Annual Review on this date every year: