**BUSINESS CONTINUITY PLAN TEMPLATE**

**FOR NONPROFITS**

BUSINESS CONTINUITY PLAN

NONPROFIT ORGANIZATION NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# TABLE OF CONTENTS

[1. BUSINESS FUNCTION RECOVERY PRIORITIES 3](#_Toc37616683)

[2. RELOCATION STRATEGY 3](#_Toc37616684)

[3. ALTERNATE BUSINESS SITE 3](#_Toc37616685)

[4. RECOVERY PLAN 3](#_Toc37616686)

[5. RECOVERY PHASES 3](#_Toc37616687)

[A. DISASTER OCCURRENCE 3](#_Toc37616688)

[B. PLAN ACTIVATION 3](#_Toc37616689)

[C. ALTERNATE SITE OPERATION 3](#_Toc37616690)

[D. TRANSITION TO PRIMARY SITE 3](#_Toc37616691)

[6. RECORDS BACKUP 3](#_Toc37616692)

[7. RESTORATION PLAN 3](#_Toc37616693)

[8. RECOVERY TEAMS 3](#_Toc37616694)

[A. TEAM ROLES 3](#_Toc37616695)

[B. TEAM CONTACTS 3](#_Toc37616696)

[C. TEAM RESPONSIBILITIES 3](#_Toc37616697)

[D. DEPARTMENTAL RECOVERY TEAMS 3](#_Toc37616698)

[9. RECOVERY PROCEDURES 3](#_Toc37616699)

[A. POTENTIAL RECOVERY PROCEDURE 3](#_Toc37616700)

[10. BUSINESS CONTINUITY PLAN CHECKLIST 3](#_Toc37616701)

[11. APPENDICES 3](#_Toc37616702)

[A. Employee Contact List 3](#_Toc37616703)

[B. Recovery Priorities 3](#_Toc37616704)

[C. Alternate Site Resources 3](#_Toc37616705)

[D. Emergency Operations Center (EOC) Locations 3](#_Toc37616706)

[E. Vital Records 3](#_Toc37616707)

[F. Vendor Lists 3](#_Toc37616708)

[G. IT System Reports and Resources 3](#_Toc37616709)

[H. Alternate Site Transportation Information 3](#_Toc37616710)

[I. Impact and Risk Assessments 3](#_Toc37616711)

[J. Business Impact Analysis 3](#_Toc37616712)

[K. Recovery Task Lists 3](#_Toc37616713)

[L. Office Recovery Plan 3](#_Toc37616714)

# BUSINESS FUNCTION RECOVERY PRIORITIES

Disaster recovery teams use this strategy to recover essential business operations at an alternate location site. The information system and IT teams restore IT functions based on critical business functions.

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# RELOCATION STRATEGY

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# ALTERNATE BUSINESS SITE

An organization uses the alternate business site and relocation strategy in the event of a disaster or disruption that inhibits the continuation of the business processes at the original business site. If both types of disruptions occur, this strategy should include both short-term and long-term relocation sites.

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# RECOVERY PLAN

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# RECOVERY PHASES

These are the activities you need most in order to continue business operations, and the recovery plan should target these essential business functions. The recovery plan should proceed as follows:

## DISASTER OCCURRENCE

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| The company declares a disaster and makes the decision to activate the rest of the recovery plan. |

## PLAN ACTIVATION

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| During this phase, the company puts the business continuity plan (BCP) into effect. This phase continues until the company secures the alternate business site and relocates the business operations. |

## ALTERNATE SITE OPERATION

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| This phase continues until the business can restore the primary facility. |

## TRANSITION TO PRIMARY SITE

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| This phase continues until the company can appropriately move business operations back to the original business site.  |

# RECORDS BACKUP

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# RESTORATION PLAN

Disaster recovery / IT teams maintain, control, and periodically check on all the records that are vital to the continuation of business operations, particularly those that facility disruptions or disasters would affect. The teams periodically back up and store the most critical files at an off-site location.

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# RECOVERY teams

The company establishes recovery teams and divides the participants into appropriate groups based on job role and title. The organization designates a team leader for each team. It assigns a specific role or duty to each remaining member of the team.

## TEAM ROLES

|  |
| --- |
| Team Leader, Backup Team Leader, Team Member |

## TEAM CONTACTS

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| --- |
| Stored in the Contact List Appendix |

## TEAM RESPONSIBILITIES

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| --- |
| Incident Commander, HR/PR Officer, Information Technology, Finance/Admin, Legal/Contacts |

## DEPARTMENTAL RECOVERY TEAMS

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| --- |
| Business Continuity Coordinator, EOC Communications Team, EOC Human Resources Team, EOC Administration Team, Emergency Response Team, Information Technology Recovery Team |

# RECOVERY PROCEDURES

The company details the specific activities or tasks it needs to recover normal and critical business operations. It describes each strategy by enumerating the specific set of activities and tasks you need to recover appropriately.

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## POTENTIAL RECOVERY PROCEDURE

* + 1. Disaster Occurrence
		2. Notification of Management
		3. Preliminary Damage Assessment
		4. Declaration of Disaster
		5. Plan Activation
		6. Relocation to Alternate Site
		7. Implementation of Temporary Procedure
		8. Establishment of Communication
		9. Restoration of Data Process and Communication with Backup Location
		10. Commencement of Alternate Site Operations
		11. Management of Work
		12. Transition Back to Primary Operations
		13. Cessation of Alternate Site Procedures
		14. Relocation of Resources Back to Primary Site

# BUSINESS CONTINUITY PLAN CHECKLIST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X** | **ITEM** | **ASSIGNED TO** | **DATE ASSIGNED** | **DATE DUE** | **DATE COMPLETED** |
|  | Establish a disaster plan and mitigation team |  |  |  |  |
|  | Determine risks for all potential disasters |  |  |  |  |
|  | Create an evacuation plan |  |  |  |  |
|  | Conduct practice drills regularly |  |  |  |  |
|  | Establish a central meeting place for all staff members |  |  |  |  |
|  | Identify and post all emergency contact information |  |  |  |  |
|  | Establish a phone tree |  |  |  |  |
|  | Put together an emergency kit (first aid kit, flashlight, batteries, fire extinguisher, radio, etc.) |  |  |  |  |
|  | Collect all staff contact information |  |  |  |  |
|  | Establish an alternate worksite and a remote access policy |  |  |  |  |
|  | Document and distribute the full disaster and business continuity plan |  |  |  |  |

# APPENDICES

This section lists all the appendices you need to carry out a BCP. These appendices include the following:

## Employee Contact List

## Recovery Priorities

## Alternate Site Resources

## Emergency Operations Center (EOC) Locations

## Vital Records

## Vendor Lists

## IT System Reports and Resources

## Alternate Site Transportation Information

## Impact and Risk Assessments

## Business Impact Analysis

## Recovery Task Lists

## Office Recovery Plan

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