ORGANIZATION NAME
BUSINESS CONTINUITY PLAN

Date:

To:

From:

Subject: BCP Policy and Procedures

EXECUTIVE SUMMARY

This contingency plan is primarily designed to protect against the sudden loss of telephone service, computer processing capability, or access to vital facilities. A disaster might be caused by an incident such as accidental fire, arson, contamination ...

POLICY

The contingency plan policy of ABC Inc. is to (1) ensure an organized and effective response to an isolated disaster that would render telephone communications, remote data communication, and/or computer equipment inaccessible or inoperative, or normal...

SCOPE

It is the goal of ABC Inc. to be fully productive during normal business hours. Any incident that prevents us from doing so will be addressed and corrected in accordance with this Business Continuity Plan. Since each disaster is unique, this plan will ...

PURPOSE

With this plan, ABC Inc. seeks to fulfill the following objectives:

STRATEGY

The strategy of the ABC, Inc. contingency plan is as follows:

RISK MANAGEMENT PROGRAM

Risk management programs outline tasks and responsibilities necessary to support ant maintain an effective ongoing disaster recovery and business continuation plan, before a localized disaster occurs....

CRISIS RESPONSE PROGRAM

An emergency response plan identifies required tasks and responsibilities that must be addressed at the time a specific disaster occurs or are needed to establish temporary operations and data processing capability at another location....

APPENDICES

The following sections describe the findings of our research, arrangements we have made, and strategies we anticipate we will need to return to normality if we experience a crisis. This document is organized as follows:

Risk Assessment   Tab   A

Risk Mitigation Strategies   Tab   B

Early Warning System   Tab   C

Business Continuity Strategies   Tab   D

Emergency Contacts List   Tab   E

Crisis Response Program   Tab   F

Evacuations Plan   Tab   G

Crisis Grab Kit List   Tab   H

Another Section Name or delete   Tab   I

Another Section Name or delete   Tab   J