BUSINESS CONTINUITY PLAN

VERSION HISTORY				
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1. 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. 2. RELOCATION STRATEGY

2. RELOCATION STRATEGY		

3. 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. This strategy should include both short-term and long term relocation sites in the case of both types of disruptions.					

4.	RECOVERY PLAN
5 .	RECOVERY PHASES
The	se are the activities most needed for the business to continue, and the recovery plan should target these essential iness functions. The recovery plan should proceed as follows:
	A. DISASTER OCCURRENCE
	B. PLAN ACTIVATION
	C. ALTERNATE SITE OPERATION
	D. TRANSITION TO PRIMARY SITE

6.	RECORDS BACKUP
Disc bus	RESTORATION PLAN aster recovery / IT teams maintain, control, and periodically check on all the records that are vital to the continuation of the iness operations and that would be affected by facility disruptions or disasters. The teams periodically back up and store most critical files at an offsite location.
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8. 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.

A. TEAM F	ROLES		
B. TEAM	CONTACTS		
C. TEAM F	RESPONSIBILITIES		
D. DEPAR	RTMENTAL RECOVERY TEAM	IS	

9. RECOVERY PROCEDURES

The compan each strateg	The company details the specific activities or tasks needed to recover normal and critical business operations. It describes each strategy by enumerating the specific set of activities and tasks needed to recover appropriately.				
A DO					
A. PO	TENTIAL RECOVERY PROCEDURE				
i.	Disaster Occurrence				
ii.	Notification of Management				
iii.	Preliminary Damage Assessment				
iv.	Declaration of Disaster				
v.	Plan Activation				
vi.	Relocation to Alternate Site				
vii.	Implementation of Temporary Procedure				
viii.	Establishment of Communication				
ix.	Restoration of Data Process and Communication with Backup Location				
x.	Commencement of Alternate Site Operations				
xi.	Management of Work				
xii.	Transition Back to Primary Operations				
xiii.	Cessation of Alternate Site Procedures				
xiv.	Relocation of Resources Back to Primary Site				

10. APPENDICES

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

- A. EMPLOYEE CONTACT LIST
- B. RECOVERY PRIORITIES
- C. ALTERNATE SITE RESOURCES
- D. EMERGENCY OPERATIONS CENTER (EOC) LOCATIONS
- E. VITAL RECORDS
- F. VENDOR LISTS
- G. IT SYSTEM REPORTS AND RESOURCES
- H. ALTERNATE SITE TRANSPORTATION INFORMATION
- I. IMPACT AND RISK ASSESSMENTS
- J. BUSINESS IMPACT ANALYSIS
- K. RECOVERY TASK LISTS
- L. OFFICE RECOVERY PLAN

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