

**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**

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Section:

Document Number

ABC Company LTD.

Business Continuity and Disaster Recovery Plan