**BCP (BUSINESS CONTINUITY PLAN) TEMPLATE**

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| **Company/Subsidiary Name:** |  | |
| **Main Office/Trading Address:** |  | |
| **BCP Lead:** |  | |
| **BCP Author:** |  | |
| **Last Review** (review annually): | Date: | Approved by: |

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| **1. BCP Team:**  List here the names of the BCP team, their roles and responsibilities i.e. who should do what in the case of a disaster incident. Also list the key holders here (if applicable) |  |

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| **2. Useful Contact Details:**  List here contact details for your commercial landlord/managing agent (if applicable), insurance claims company (see policy), emergency services, ISP (Internet Service Provider), utilities e.g. energy, gas, water company, local electrician, emergency glazier, plumber, locksmith and other parties who would help you restore your services. |  |

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| **3. Identifiable Risks:**  **Flood, Fire, Storm Damage, Pandemic, Hazardous Chemical Spillage, Pandemic, Power Outage, Cyber Attack, Hardware Failure, Terrorism, Criminal Damage etc.**  List the potential risks to your business operation and do risk assessments for these e.g. are you on a floodplain (see government checker: https://flood-warning-information.service.gov.uk/long-term-flood-risk |  |
| **4. Alternate Location:**  List here a suitable identified location for resuming your short-term operations. This could be a local serviced office, co-working space or other company owned premises. |  |

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| **5. Business Function Priorities:**  List here which business functions you would restore first and why e.g. IT Support, Operations, Finance, Administration, Customer Services, HR and confirm leaders. | 1.  2.  3.  4.  5. |

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| **6. Recovery Plan Details:**  List here details of how you will reinstate services, redeploy staff, service customers, manage cashflow/finance, liaise with suppliers, manufactures, other stakeholders. |  |

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| **7. IT & Data Backup:**  List here how you would reinstate your IT connection, restore backed up data, software programmes, faulty / damaged hardware and other IT and cyber security related factors. |  |

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| **8. Restoration Plan Details:**  List here the procedures, actions and dates for making your primary premises habitable and operational e.g. repairing fire/smoke damage, flood damage, storm damage etc. |  |

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| **9. Transition Process:**  List here how you would transition your services, IT, comms e.g. landline, staff and resources from the temporary site, back to your primary site (with deadline dates). |  |

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| **10. Index:**  List here all appendices for your BCP e.g. staff listing (with home contact details), recovery priorities, alternate site resources, transport arrangements for transition (from and back to the disaster location) vital records lists, supplier listing, IT systems reports, risk assessments, recovery task lists, Inventory of stock (perished and recovered) etc. | 1.  2.  3.  4.  5.  6  7.  8.  9.  10. |

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