



Remote Backup Systems, Inc.
Online Backup Software

Sample Business Continuity And Disaster Preparedness Plan

This document will serve as a business continuity and disaster recovery plan/outline for:

Business Name

Address

City, State

Telephone Number

If this location is not accessible we will operate from location below:

Business Name

Address

City, State

Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

Primary Emergency Contact

Telephone Number

Alternative Number

E-mail

If the person named above is unable to manage the crisis, the person below will succeed in management:

Secondary Emergency Contact

Telephone Number

Alternative Number

E-mail

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire

Insurance Provider

Data Backup Provider

BE INFORMED

The following natural and man-made disasters could impact our business.

- _____
- _____
- _____
- _____

EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

- _____
- _____
- _____
- _____
- _____

WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team.

- _____
- _____
- _____
- _____
- _____

OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Operation Staff in Charge of Action Plan + Contact Information:

- _____

- _____

- _____

- _____

- _____

SUPPLIERS AND CONTRACTORS

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ E-Mail: _____
Contact Name: _____ Account Number: _____
Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ E-Mail: _____
Contact Name: _____ Account Number: _____
Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ E-Mail: _____
Contact Name: _____ Account Number: _____
Materials/Service Provided: _____

EVACUATION PLAN FOR

LOCATION

(Insert address)

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures _____ times a year.

If we must leave the workplace quickly:

1. Warning System:

In an emergency, this system will be activated by _____,
with _____ and _____ acting as
alternates.

We will test the warning system and record results _____ times a year.
_____ is responsible for scheduling, coordinating, and
recording results of these tests.

2. Assembly Site:

3. Assembly Site Manager and Alternate:

a. Responsibilities Include:

4. Shut down Manager and Alternate:

a. Responsibilities Include:

5. _____ is responsible for issuing all clear, with _____ and _____ in charge of communicating this to all employees.

SHELTER-IN-PLACE PLAN FOR _____ LOCATION

(Insert address)

- We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- We will practice shelter procedures _____ times a year.

If we must take shelter quickly:

1. Warning System: _____

- We will test the warning system and record results _____ times a year.

2. Storm Shelter Location: _____

3. "Seal the Room" Shelter Location: _____

4. Shelter Manager and Alternate:

a. Responsibilities Include:

5. Shut Down Manager and Alternate:

a. Responsibilities Include:

6. _____ is responsible for issuing all clear.

COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way(s):

In the event of a disaster we will communicate with employees in the following way(s):

CYBER SECURITY

To protect our computer hardware, we will:

To protect our computer software, we will:

If our computers are destroyed, we will use back-up computers at the following location:

RECORDS BACKUP

_____ is responsible for backing up our critical records including payroll and accounting systems.

Backup records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite

_____.

Another set of back-up records is stored at the following off-site location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

DISASTER RECOVERY KIT AND SUPPLIES:

_____ is responsible for organizing and maintaining a comprehensive disaster recovery kit, which includes the following items in the indicated quantities:

- _____ ()
- _____ ()
- _____ ()
- _____ ()
- _____ ()
- _____ ()
- _____ ()
- _____ ()
- *(see addendum for complete list and quantities)*

The disaster recovery kit will be located_____.

The kit’s contents will be analyzed for rotation and/or update, quarterly. _____ is responsible for scheduling and performing analyses, and for collecting and including in the kit any employee-specific items.

ANNUAL REVIEW

We will review and update this business continuity and disaster plan in _____ . _____ is responsible for scheduling this review.