Business Continuity Planning Templates

OVERVIEW

Business continuity planning will help you keep making money, not only after a snowstorm or hurricane, but also in the event of smaller disruptions that businesses face from time to time. This planning will help you develop strategies and solutions to prepare for disruptive events and anticipate the things that could affect your business such as:

- Being unable to access your business premises
- Power outages
- Flooding
- Losing IT/communication systems
- Loss of critical staffers
- A key supplier not being able to provide you with essential goods or services

The **Ready.gov Business Plan** provides a simple, comprehensive template to conduct business continuity planning. Use this template if your business has less than 5 employees.

- Ready.gov is a national public service advertising campaign launched by the Department of Homeland Security and FEMA designed to educate and empower Americans to prepare for and respond to emergencies.
- This template will help you:
  - Identify a primary and backup point person to act as a crisis manager.
  - Identify critical business functions and a potential recovery location.
  - Identify suppliers/vendors and key contacts needed to fulfil these business functions.
  - Collect information needed to perform essential business functions at a recovery location: vital records, critical telephone numbers, critical supplies, and equipment/machinery/vehicles.
  - Develop an evacuation plan and shelter in place plan for your business location.

Open for Business provides a more advanced template to think through business continuity planning activities. Use this template if your business has 5 or more employees.

- This template was developed by the Institute for Business and Home Safety which is an independent, non-profit supported by property insurers and reinsurers to strengthen homes, businesses and communities against natural disasters and other causes of loss.
- This template contains all of the elements found in the **Ready.gov Business Plan** template to create a business continuity plan. It also will help you:
  - Conduct a self-assessment, which will illustrate how well prepared you are for a major business interruption.
  - Evaluate the exposure of your building and contents to damage caused by natural hazard events and develop a Property Protection Plan which will also address building security.
  - Determine which supplies you should have on hand to help you take care of your employees in an emergency before help arrives.