

# BUSINESS CONTINUITY PLAN

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## **Purpose of the plan:**

A well thought out continuity plan will facilitate our response to a crisis and will allow us to minimize the disruption to our business and our customers.

This will also prove to our customers, firms and insurers that our company is strong enough to cope with anything that can happen to us.

## **Identification of crisis events that may occur in our company:**

There are many possible events that may constitute a crisis in our company :

- Death or disability of a key person
- Natural disasters - such as floods caused by holes in water pipes or heavy rain, or wind damage following storms.
- Theft or vandalism - theft of computer equipment, for example, could be devastating. Similarly, vandalism carried out in our premises could not only be costly but also pose risks to confidentiality, and cause work stoppage.
- Fire - few situations have such potential for physical destruction of a business.
- A power failure - loss of electrical power could have serious consequences.
- Failure of the IT system - computer viruses, attacks from hackers or system failures could affect the ability of employees to work effectively.
- Limited access to local (eg due to a gas leak)

**Business continuity plan:**

To respond to crisis events listed above, we will implement the following measures:

*Death of a key person*

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*Disability of a key person*

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*Natural disasters*

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Theft or vandalism

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A Fire

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A Power Failure

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Limited access to Local

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**Communication to those concerned**

For efficiency purposes, this plan will be communicated to all current staff members of the company and will be part of new employee training.

**Approval of the continuity plan**

Signed in \_\_\_\_\_ on this \_\_\_\_\_ day of 20\_\_

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Name of person responsible

Signature