

I'm not a bot



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Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesHow can financial brands set themselves apart through visual storytelling? Our experts explain how.Learn MoreThe Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesA step-by-step guide and free downloadable template for business continuity planning. A business continuity plan (BCP) is an essential business document that outlines how a business will continue its critical functions during and after an emergency event or disruption in business.Emergency events can also include natural disasters, workplace violence, utility failures, cyber-attacks, supply shortages, economic downturns, or any event that will result in the disruption of business processes. AXA Car insurance is tailored to your needs. Get your car insurance quote. And if you've got more than one car registered at your home address, check out our MultiCar discount. With AXA Landlord Insurance, you get the core protection you need, including building insurance and property owners' liability cover. Our landlord insurance has you covered. If you rely on a van to keep your business running smoothly, you can tailor your insurance cover to suit your needs with AXA Van Insurance. Get your van insurance quote. Send Jobs to 100+ Job Boards with One Submission Download Business Continuity Plan Template Word | PowerPoint | PDF | Smartsheet Use this template to document and track your business operations in the event of a disruption or disaster to maintain critical processes. With space to record business function recovery priorities, recovery plans, and alternate site locations, this template allows you to plan efficiently for disruption and minimize downtime, so your business maintains optimal efficiency. This template is available for download in Microsoft Word, PowerPoint, and PDF formats. Additionally, you can learn the definition of a business continuity plan, the steps involved in business continuity planning, as well as about the business continuity lifecycle in our article about business continuity planning. Watch the demo to see how you can more effectively manage your team, projects, and processes with real-time work management in Smartsheet. Watch a free demo Download IT Service Continuity Plan Template Word | PowerPoint | PDF | Smartsheet This template is geared specifically to IT business operations and aims to maintain IT processes despite any possible harmful disruption. Use this template to document recovery objectives, teams, and strategies in order to accurately capture all facets of the continuity plan needed for an IT team. This template is available in both Word and PDF formats. 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Download Business Continuity Procedure Template Word | PowerPoint | PDF Much like the business continuity framework template, this template helps users create a thorough, streamlined BCP by detailing the procedure involved in creating and maintaining a plan, as well as implementing one. Use this template to document everything from a business impact analysis to plan development, plan testing, and exercises. Download this template in Microsoft Word, PowerPoint, or PDF to get started. Download Business Continuity Plan Template for Nonprofits Word | PDF In the event of a disruption in business that affects your nonprofit organization, use this template to document a business recovery strategy, identify alternate business locations, and effectively plan for inevitable business downtime. This template is available for download in Microsoft Word and PDF formats. Download School Business Continuity Plan Template Word | PDF Plan for disruptions in regular school activities and operations in the event of emergency or crisis with this helpful template. This template, designed with schools, colleges, and universities in mind, allows you to prioritize operations and responses, identify important phases of recovery, design a restoration plan, and more. Download Small Business Continuity Plan Template Word | PDF Record your business recovery priorities, identify alternate site locations to conduct business, create recovery teams, and assign recovery responsibilities to specific team members with this continuity plan for small businesses. Ensure that you are able to maintain critical processes and minimize downtime so your business can keep moving forward. 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Download Business Continuity Plan Template for Healthcare Organizations Word | PDF Some businesses, like healthcare organizations, rely on critical processes and procedures to maintain productivity and keep both patients and staff safe. To ensure these processes are followed — even during a business disruption — use this business continuity plan template to identify all potential risks, create mitigation plans, and assign tasks to key team members. Certain steps can help you prepare to write a business continuity plan. See our article on how to write a business continuity plan to learn more. Every business continuity plan should include certain common elements. See our article on how to write a business continuity plan to learn more. Business continuity experts have gathered time-tested tips for business continuity planning. See our article on how to write a business continuity plan to learn more. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Business continuity, disaster recovery, and business resilience are not the same, but they are related. Business continuity is a process-driven approach to maintaining operations in the event of an unplanned disruption such as a cyber attack or natural disaster. Business continuity planning covers the entire business—processes, assets, workers, and more. It isn't focused solely on IT infrastructure and business systems. Business resilience encompasses crisis management and business continuity. It requires a response to all types of risk that an organization may face. An organization that is business resilient is essentially in a constant state of "expecting the unexpected." It means continuously preparing to meet disruptions head-on, including events of extended duration that may affect more than one facility or region. Disaster recovery focuses specifically on how to restore an enterprise's IT infrastructure and business systems following a disruption. It is considered an element of business continuity. A business continuity plan (BCP) might contain several disaster recovery plans, for example. What is a business continuity strategy? A business continuity strategy is a summary of the mitigation, crisis, and recovery plans to be implemented after a disruption to resume normal operations. "Business continuity strategy" is often used interchangeably with "business continuity plan." Both consider the broader goals, legal and regulatory requirements, personnel, and even the business's clients and partners. What does a business continuity plan mitigate? A relevant and well-tested BCP can help ease the negative impacts of an unexpected business disruption in many ways. Financial impact: Disruptions to product supply chains and critical services to customers can directly affect sales and revenue. Downtime caused by unplanned disruptions can also result in higher costs for a business as it looks to repair operations and mitigate previously unidentified threats. Reputation and brand impact: Failure to resume operations quickly and supply customers with the products or services they expect can prompt customer defections and tarnish the brand. Damage to reputation can in turn cause investors and capital sources to pull back funding, exacerbating the financial impact of a business disruption. Regulatory impact: Customers and vendors are likely to complain when businesses fail to respond appropriately to disruptions, which may result in regulatory scrutiny or even censure. In highly-regulated industries, such as energy and financial services, business continuity planning is mandatory to ensure regulatory compliance. Life doesn't always go according to plan. Even some of the most experienced business owners can be caught short when they're faced with the unexpected. That's why it's important to have a tried-and-tested plan ready and waiting should the worst happen. Whether it's a heavy snowstorm or a sudden broadband outage, business continuity is about keeping your business up and running when things go wrong. According to the Office for National Statistics, over 10% of UK businesses fail each year. And while there are lots of reasons a business can go under, many fail because they're unable to recover from a single event that suddenly devastates their business. Here, AXA explains more about business continuity planning and you'll find an easy-to-follow checklist and template so you can start thinking about your own plan. What is business continuity planning? Business continuity planning refers to the systems and procedures that allow businesses to maintain or quickly resume functions in the event of a major disruption. Essentially, business continuity is like having a back-up plan. A business continuity plan should outline procedures and instructions for staff members in the event of a disaster. The plan should cover things like: Business processes What to do with equipment and/or stock Who is responsible for what Emergency contact details Back-up power arrangement Business continuity plans are commonly used when businesses experience disruption during extreme weather. But they also come in handy for day-to-day problems like your customers not paying on time, a staff member being off sick, or a supplier letting you down. Here, AXA shares some tips and advice to get you thinking about what your own business continuity plan might look like. However, when it comes to putting your plan down to paper, we recommend consulting with professional bodies or other experts. The Business Continuity Institute and the ISO – Business Continuity Management Systems can help with business continuity planning standards and frameworks. They also provide training and resources (many of which are free) to businesses who need help with continuity planning. Carry out a risk assessment Before writing your business continuity plan, you'll want to carry out a comprehensive risk assessment to identify the areas where your business is more vulnerable. Here's a brief risk assessment checklist with the most common things to consider... Employees Premises Customers Suppliers Business partners Systems and processes Finances Cashflow IT Equipment (e.g. computers, vehicles, tools) Legal compliance Logistics Top tip: Get your staff involved in the risk assessment because they might be able to identify things you're not aware of. AXA offer a range of Risk Management guides which you can access guides here. Write the BCP: what to include For smaller businesses and sole traders, business continuity plans (BCP) don't need to be as complex as the BCPs large corporations have. In your risk assessment, you will have identified several key areas of vulnerability and they be the focus of your plan. For example, your key areas might be things like 'burglary', 'flooding', 'fire' or a 'staff member leaving' and therefore the main body of your BCP will be made up of checklists in each of these key areas. The checklists will detail different scenarios and explain who's responsible for what and provide timescales for different tasks. A comprehensive contact list of all the important people you might need to speak to in an emergency is an essential part of business continuity planning. This will include key customers and suppliers, staff members, local emergency services and insurance providers. It's good practice to update your BCP contact list regularly. And remember, any personal information about your employees must be kept secure and only shared with those who have a need to know. You'll also want to include an action and expenses logbook which is a great way to understand what worked well and what didn't so you can improve your processes in the future. Equally, it can be a useful tool to document any essential expenses to show your insurance company Top tip: Write your BCP in plain English so it's easy to understand and everyone knows what's expected of them. Instead of jargon and long-winded explanations, use simple sentences and bullet points. Test and communicate the BCP Good communication is essential when it comes to business continuity. Everyone who works for your business should read and understand the BCP before it's fully implemented. This means you'll have time to plan any additional training the staff might need. To test your BCP, you might want to rehearse your responses to the key areas you identified in your risk assessment. This will give you time to iron out any issues and ensure everyone knows exactly what to do and when. Some businesses choose to send their BCPs to key customers and suppliers so everyone's on the same page. It also means if you do encounter an emergency or disaster, you won't need to waste your time sending it to all the relevant people. Business continuity plan checklist This business continuity plan (BCP) checklist template is a simple outline that you can build on and make specific to your business. When you go to create your own BCP, we recommended consulting with the Business Continuity Institute or other professional bodies. Introduction Key area checklists Contact lists Action and expenses log Business continuity plan example for UK business Introduction The introduction to your business continuity plan will include company information and contact details as well the overall objectives for the BCP. It might look something like this... 'Company Name' Business Continuity Plan Date Name of person responsible Phone/Email/Address (Include details of a secondary contact in the event of annual leave/sickness.) Objective This Business Continuity Plan has been designed to prepare 'Company Name' to cope with the effects of an emergency. This document will provide instructions so 'Company Name's' business functions can be maintained or quickly resumed in the event of a major disruption. Key area checklist For every area of vulnerability you identify in your risk assessment, you should complete a checklist to outline what the response should be. Here's an example of a checklist to give you an idea of what to include... Key areas (e.g. flooding, burglary, cyberattack, staff member leaving) Responsibility (Who is responsible?) Impact (How would this impact the organisation?) Likelihood (How likely is this to impact the organisation?) Timescale (How quickly must this be resolved to avoid lasting damage?) Resource Action Staff List the number of staff, naming specific individuals. Data Process for data backup and recovery. Premises Relocation or working-from-home options. Communication Methods of contacting staff, suppliers and customers. Equipment Process for recovery or replacement of equipment. Supplies/Stock Process for replacing stock and important supplies. Contact lists When you're creating a list of contacts for your BCP, it's important to consider who you might need to speak to in an emergency. Most continuity plans have contact details for staff members, suppliers, customers, utility companies, local emergency services and insurance and banking companies. Contact What to include Staff Name / Job title / Work number / Personal number / Email / Address Suppliers Company name / What they provide / Phone / Email Customers Name / Brief description (e.g. what they buy, how much they spend) / Phone / Email Utilities Company name / Utility / Phone / Email Local emergency services Ambulance, Fire Service, Flood line, NHS Direct, Police Insurance and finance Company name / Service / Phone / Email Action and expenses log When you're dealing with an emergency and following your business continuity plan, it's a good idea to document what you're doing and when. Not only will it help you understand what worked and what didn't in your BCP, but it could also act as evidence of the costs incurred during an emergency or for any potential insurance claims. Your logbook might look something like this... Date/Time Action Actioned by Authorised by Costs Insuring your business against interruption or unforeseen events Having business insurance should be an integral part of any business continuity plan. AXA's business insurance gives you protection from everyday business risks to large, unexpected compensation claims. It can protect your work, your people, your reputation, and ultimately, your future livelihood. With AXA's business insurance you can easily combine different covers and choose from a list of add-ons. So you only pay for the cover you need. You'll leave with business insurance unique to your business, no one else's. Click here to find out more about business insurance and how much the level of cover you need might cost.