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| logo | Business continuity plans (BCPs) | 1619 |

Responsible:

Updated:

**1 Information security BCP**

The information security BCP (business continuity plan) may include:

* a business recovery plan on recovering business activities in the event of a disaster. Information systems are only mentioned as support for business activities
* an information systems recovery plan in the event of:
  + major failures
  + human errors
  + deliberate attacks
  + natural disasters or attacks
* a contingency plan for resuming an information system after interruption in the event of damage or failure of equipment. The duration of unavailability is a major point to take into account

Steps of a BCP:

* partially recover the functionalities of information systems and critical activities
* restore the full functionality of information systems
* allow the impact of interruptions or disasters to be completely offset

The scope of the business continuity plan includes:

* computer installations, equipment and networks
* computer programs and data
* users of the information system
* outsourced services

The business continuity plan is reviewed, tested with a simulation system and updated regularly. The test results are analyzed by top management.

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|  |  | Note |
| Application (critical activity) |  |  |
| Process |  |  |
| Specific applications |  |  |
| Priority |  |  |
| Level of criticality |  |  |
| Impact |  |  |
| Risks |  |  |
| Likelihood of occurrence |  |  |
| Period of unavailability |  | Hours, days |
| Impact of unavailability |  |  |
| Objectives |  |  |
| Responsible |  |  |
| Backup resources |  |  |
| Backups realized |  |  |
| Measures implemented |  |  |
| Preventive measures |  |  |
| Communication |  |  |
| Plan length |  |  |
| Test of the plan |  |  |
| Lessons learned following the test |  |  |
|  |  |  |

**2 BCP template**

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|  |  | Note |
| Company name |  |  |
| Address |  |  |
| Department |  |  |
| Prepared by |  |  |
| Realized on |  |  |
| Date |  |  |
| Localization |  |  |
| Scope |  |  |
| BCP objective |  |  |
| Priority commercial functions |  |  |
| Risky operations |  |  |
| Exercise and test |  |  |
| Recovery plan |  |  |
| Operational area at risk |  |  |
| Operation |  |  |
| Operational area |  |  |
| Description of operation |  |  |
| Level of impact on business continuity |  | Critical, high, moderate, low |
| Description of impacts |  |  |
| Strategy of recovery |  |  |
| Roles and responsibilities |  |  |
| Crisis team |  | Contact, role, department, substitute |
| Member 1 |  |  |
| Member 2 |  |  |
| Member 3 |  |  |
| Member 4 |  |  |
| Member 5 |  |  |
| Member 6 |  |  |
| Member 7 |  |  |
| Date |  |  |

**3 BCP guide and templates**

Examples:

* [DURHAM](https://www.durham.gov.uk/media/888/Small-Business-and-Voluntary-Organisations-Business-Continuity-Plan/pdf/SmallBusinessAndVoluntaryOrganisationBusinessContinuityTemplate.pdf?m=635568457135400000) Business continuity plan for small to medium sized businesses
* [Santacruzhealth](https://www.santacruzhealth.org/Portals/7/Pdfs/HPP/CO_Pharm_Template.pdf) Business Continuity Plan Example
* [Safaricom](https://www.safaricom.co.ke/images/Downloads/BCP_Template.pdf) Business Continuity Plan Template
* [ILO](https://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/publication/wcms_115048.pdf) BUSINESS CONTINUITY PLANNING Guidelines for small and medium-sized enterprises
* [Ethicaltrade](https://www.ethicaltrade.org/sites/default/files/shared_resources/Business%20continuity%20plan%20template.pdf) Business Continuity Plan template
* [Techtarget](https://media.techtarget.com/digitalguide/images/Misc/EA-Marketing/EGuide/SearchDisasterRecovery_business_continuity_plan_template.pdf) Business Continuity Plan template
* [SPECTRUM PLASTICS GROUP](https://www.spectrumplastics.com/media/z4ojevvc/spg-business-continuity-plan.pdf) BCP example