

Business Continuity Plan - Large Enterprise

Devon, Cornwall and Isles of Scilly Local Resilience Forum

1. Document Control & Governance

Version

Approved by

BC Policy / SharePoint link

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2. Organisation & Critical Services

Organisation name

Division / Business Unit

Sites covered by this plan

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3. Business Impact Analysis - Activity 1

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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3. Business Impact Analysis - Activity 2

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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3. Business Impact Analysis - Activity 3

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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3. Business Impact Analysis - Activity 4

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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3. Business Impact Analysis - Activity 5

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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3. Business Impact Analysis - Activity 6

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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3. Business Impact Analysis - Activity 7

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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3. Business Impact Analysis - Activity 8

Describe the critical service/activity

Service owner

Maximum time you can cope without this activity (MTPD) - hours

Target recovery time (RTO) - hours

Dependencies (people, systems, data, suppliers)

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4. Incident Response Team – Gold / Senior Responsible Owner

Gold / Senior Responsible Owner - Name

Gold / Senior Responsible Owner - Phone

Gold / Senior Responsible Owner - Email

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4. Incident Response Team – Silver / Incident Manager

Silver / Incident Manager - Name

Silver / Incident Manager - Phone

Silver / Incident Manager - Email

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4. Incident Response Team – ICT Lead

ICT Lead - Name

ICT Lead - Phone

ICT Lead - Email

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4. Incident Response Team – Facilities Lead

Facilities Lead - Name

Facilities Lead - Phone

Facilities Lead - Email

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4. Incident Response Team – Comms Lead

Comms Lead - Name

Comms Lead - Phone

Comms Lead - Email

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4. Incident Response Team – HR Lead

HR Lead - Name

HR Lead - Phone

HR Lead - Email

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4. Incident Response Team – LRF Liaison

LRF Liaison - Name

LRF Liaison - Phone

LRF Liaison - Email

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5. Key Suppliers - Supplier 1

Organisation name

Contact details (phone/email)

Service provided

Alternative options if unavailable

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5. Key Suppliers - Supplier 2

Organisation name

Contact details (phone/email)

Service provided

Alternative options if unavailable

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5. Key Suppliers - Supplier 3

Organisation name

Contact details (phone/email)

Service provided

Alternative options if unavailable

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6. Insurance Details

Provider name

Policy number

Claims contact details

Summary of cover (e.g., business interruption, buildings, equipment)

Policy renewal date (dd/mm/yyyy)

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7. Enterprise Risk Register

Storms/Flooding

Power outage

Telecoms failure

Cyber incident

Transport disruption

Staff shortage

Industrial action

Major fire

Environmental pollution

Supply chain failure

Notes / Other risks

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8. Communications Plan

Internal communications (cascade, SMS, email, Teams, WhatsApp)

External communications (customers, suppliers, regulators, media)

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9. Training, Exercising & Maintenance

Training plan

Exercise schedule

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10. Recovery Notes

How you will restore critical activities/services