

# Business Continuity Plan - Medium Enterprise

Devon, Cornwall and Isles of Scilly Local Resilience Forum

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## 1. Document Control

Version

Date created (dd/mm/yyyy)

Latest review (dd/mm/yyyy)

Next review due (dd/mm/yyyy)

Owner

Approved by

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### **2. Organisation & Contacts**

Organisation name

Address

Sector / Type of organisation

Employees (number)

Website

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### **Key Role – BC Lead**

BC Lead - Name

BC Lead - Phone

BC Lead - Email

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### **Key Role – ICT Lead**

ICT Lead - Name

ICT Lead - Phone

ICT Lead - Email

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### **Key Role – Facilities**

Facilities - Name

Facilities - Phone

Facilities - Email

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### **Key Role – Comms**

Comms - Name

Comms - Phone

Comms - Email

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### **Key Role – HR**

HR - Name

HR - Phone

HR - Email

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### **3. Critical Activities - Activity 1**

Describe the activity

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

Target recovery time (RTO) - hours

Resources/Dependencies (people, systems, data, suppliers)

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### **3. Critical Activities - Activity 2**

Describe the activity

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

Target recovery time (RTO) - hours

Resources/Dependencies (people, systems, data, suppliers)

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### **3. Critical Activities - Activity 3**

Describe the activity

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

Target recovery time (RTO) - hours

Resources/Dependencies (people, systems, data, suppliers)

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### **3. Critical Activities - Activity 4**

Describe the activity

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

Target recovery time (RTO) - hours

Resources/Dependencies (people, systems, data, suppliers)

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### **3. Critical Activities - Activity 5**

Describe the activity

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

Target recovery time (RTO) - hours

Resources/Dependencies (people, systems, data, suppliers)

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### 4. Risk Register

Storms/Flooding

Power outage

Telecoms failure

Cyber incident

Transport disruption

Staff shortage

Major fire

Supply chain failure

Notes / Other risks

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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. Communications Plan**

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

External communications (customers, suppliers, regulators, media)

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### **8. Immediate Actions - First Hour Checklist**

- Life safety/account for staff & visitors
- Activate Incident Response Team
- Impact assessment
- Contact emergency services (if required)
- Internal staff communications
- External communications
- Maintain an action & decision log

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### **9. Recovery Notes**

How you will restore critical activities