



Business Continuity Plan - Small Enterprise

Devon, Cornwall and Isles of Scilly Local Resilience Forum

1. Organisation Details

Organisation name

Address

Main phone

Website

Sector / Type of organisation

Definitions (plain English)

Maximum Tolerable Period of Disruption (MTPD): The longest time you can cope without a critical activity before serious harm occurs (e.g., safety, legal, financial).

Recovery Time Objective (RTO): Target time to restore a critical activity. Tip: set RTO shorter than MTPD and realistic.

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2. Key Contact

Business Continuity (BC) Lead - Name

BC Lead - Phone

BC Lead - 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

Key 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

Key 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

Key dependencies (people, systems, data, suppliers)

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4. Key Suppliers - Supplier 1

Organisation name

Contact details (phone/email)

Service provided

Alternative options if unavailable

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4. Key Suppliers - Supplier 2

Organisation name

Contact details (phone/email)

Service provided

Alternative options if unavailable

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4. Key Suppliers - Supplier 3

Organisation name

Contact details (phone/email)

Service provided

Alternative options if unavailable

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5. 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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6. Key Risks (tick those that apply)

Severe weather

Power outage

ICT/Telecoms outage

Cyber incident

Transport disruption

Supply chain

Staff shortage

Fire

Notes / Other risks

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7. Immediate Actions - First Hour Checklist

- Life safety/account for staff & visitors
- Notify Incident Response Lead
- Assess impact & consider BCP activation
- Contact emergency services (if required)
- Internal staff communications
- Customer/supplier communications
- Maintain an action & decision log

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8. Recovery Notes

How you will restore critical activities