



Business Continuity Plan

This Business Continuity Plan form distributed by FEMA provides organizations an opportunity to prepare for unexpected disasters and ensure the business can continue to conduct its most vital functions. The form will help organizations identify the scope, objectives and assumptions that apply to the organization's continuity plan, as well as identify the roles and responsibilities of team members, lines of authority and external contact protocols. Additionally, the form provides a centralized location for member contact information to be collected and maintained. Organizations can also conduct a business impact analysis and identify business continuity strategies and requirements, manual workarounds and incident management protocols.

This Business Continuity Plan should be distributed to members of the business continuity team and management. A master copy of the document should be maintained by the business continuity team leader. Print copies of this plan should be provided within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

The attached zip file includes:

- Intro Page.pdf
- Terms and Conditions.pdf
- Business_ContinuityPlan_2014.pdf