Nonprofit Full Name

Nonprofit Full Name

Business Continuity Plan

Version: x.x

Developed on: MM/DD/YYYY

Developing Party/Person

Contents

[1. Introduction 4](#_Toc427565739)

[1.1. Plan Scope & Applicability 4](#_Toc427565740)

[1.2. Plan Objectives 4](#_Toc427565741)

[1.3. Plan Assumptions 4](#_Toc427565742)

[2. Risk Assessment 5](#_Toc427565743)

[3. Critical Business Functions 7](#_Toc427565744)

[3.1. How To Complete Critical Business Function Table 9](#_Toc427565745)

[4. PLAN ACTIVATION and communication PROCEDURES 11](#_Toc427565752)

[4.1. Plan Activation during Normal Business Hours 11](#_Toc427565753)

[4.2. Plan Activation outside Normal Business Hours 11](#_Toc427565754)

[4.3. Actions upon Activation 11](#_Toc427565755)

[4.4. Internal communication procedures 11](#_Toc427565756)

[5. Resumption Strategies 12](#_Toc427565757)

[6. Employee Contact List 16](#_Toc427565763)

[7. Vendor Contact List 17](#_Toc427565764)

# Document Change Control

|  |  |
| --- | --- |
| Date | Change/Review |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Immediate Action Checklist:

| **Action** |
| --- |
| [ ]  Take immediate steps to protect health and safety of self and employees |
| [ ]  Evacuate building if necessary (take personal belongings, laptops, and cell phones, if possible) |
| [ ]  Follow emergency procedures and/or instructions from emergency officials |
| [ ]  Perform assessment1. Employees
2. Work In Progress
3. Future Deadlines
4. Records and Technology
5. Relocation Strategy
6. Customers, Vendors, and Internal Dependencies
 |
| [ ]  Develop Action Plan – based on the timeline of < 4 hours, 1 day, 2 days, 3 days, 1 week, 2 weeks, > 2 weeks |
| [ ]  Contact Critical Dependencies1. Employees
2. Customers
3. Vendors
 |
| [ ]  Activate Business Continuity Plan as required |

# Introduction

## Plan Scope & Applicability

The scope of this plan covers Nonprofit Full Name. The plan should be applicable if the facility is physically inaccessible. It should also respond to regional interruptions such as internet service outages, and/or access to the cloud infrastructure services.

## Plan Objectives

The Nonprofit Full Name BCP objective is to facilitate the resumption of the critical operations, functions, and technology in a timely and organized manner so that Nonprofit Full Name can continue as a viable and stable organization.

The primary objectives of the plan are to:

* **Maintain Key Operations**
* Ability to continue business functions
* Hybrid workspace (remote work) model
* Ensure that employees have safe access to continue business operations

## Plan Assumptions

The following assumptions were used while creating this plan:

* An event has occurred that affects your normal operations.
* There is no access to the affected facility.
* All documents and equipment within the facility are inaccessible and may be permanently lost. Such as a fire, or natural disaster.
* Authorized personnel are available to continue operations.

# Risk Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Probability | Magnitude | Warning | Duration | Risk Priority |
| Flooding | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Coastal Hazards (e.g., HurricaneTsunami Tropical Storms Nor’Easter) | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Thunderstorms/Lightning/Hail | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Tornado | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Winter Storms/Ice Storms | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Human Caused(Civil Unrest/ Terrorism) | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| High Winds | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Wildfire | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Landslide | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
| Earthquake | 4. Highly Likely3. Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Probability | Magnitude | Warning | Duration | Risk Priority |
| Coronavirus/virus/health pandemic | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |
|  | 4. Highly Likely3 Likely2. Possible1. Unlikely | 4. Catastrophic3. Critical2. Limited1. Negligible | 4. Minimal3. 6 – 12 hrs.2. 12 – 24 hrs.1. 24+ hrs. | 4. 12+ hrs.3. 6 – 12 hrs.2. 3 – 6 hrs.1. < 3 hrs. | * High
* Medium
* Low
 |

# Critical Business Functions

Critical Business Functions are the responsibilities and tasks that need to be completed to consider your business as operational.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Function/Department | Criticality | Maximum Downtime | Role/Team | Required Resources | Vendor |
| 1 | Include Examples |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |   |  |
| 4 |  |  |  |  |   |  |
| 5 |  |  |  |  |   |  |
| 6 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Function | Criticality | Maximum Downtime | Role/Team | Required Resources | Vendor |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |   |  |
| 9 |  |  |  |  |   |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |   |  |
| 12 |  |  |  |  |  |  |

# PLAN ACTIVATION and communication PROCEDURES

## Plan Activation during Normal Business Hours

If a crisis occurs during working hours, it may be necessary for all personnel at the facility to evacuate the building. In this case, all employees should exit the building at the appropriately marked “EXIT” signs and proceed to the primary assembly point.

Personnel should remain at the primary assembly point until a determination is made whether a crisis declaration will be made.

Once at the assembly point:

* Initiate headcount and make note of missing and / or injured employees; and
* Report missing and / or injured employees to the Business Owner or Shift Manager.

If it is determined that the facility cannot be re-entered, the Nonprofit Full Name Leadership will inform personnel what to do. The employees may be instructed to go home to await further instructions or to activate the BCP. Further communications, such as instructions on where and when to report for work will be performed utilizing the communication procedures detailed below.

## Plan Activation outside Normal Business Hours

If a crisis occurs outside normal business hours, the Nonprofit Full Name Leadership will activate the BCP using the communication procedures detailed below.

## Actions upon Activation

Upon activation of the BCP, the Nonprofit Full Name Leadership will be responsible for notifying the alternate site of their impending arrival.

## Internal communication procedures

Nonprofit Full Name Leadership should determine the best methods for disseminating communications to staff. See section 6, Employee Contact List.

|  |
| --- |
| Employee Communication Methods |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

# Resumption Strategies

* Resume business functions in priority sequence based upon the classification and criticality of the function.
* Purchase and acquire equipment, supplies and travel arrangements needed for the resumption effort.
* Temporarily eliminate non-critical functions, as necessary, to support the resumption efforts.

## Alternate Site / Reciprocal Agreement

In the event a crisis destroys the facility or prevents access to the facility, business operations may be transferred to an alternate site (or your home).

In the event a crisis destroys the facility or prevents access to the facility, business operations may be temporarily relocated to a business partner providing space for your employees through a reciprocal agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Site | Contact Information | Alternate / Reciprocal |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Function | Required Resources  | Resumption Procedures | Alternate |
| 1 |  |  |  | NA |
| 2 |  |  |  | Work Remotely. If major outage, use personal Hotspots via phones |
| 3 |  |  |  | Track in Excel |
| 4 |  |  |  | Store Documents on Box.com  |
| 5 |  |  |  | Utilize backup email address. Gmail (Nonprofit Full Name@gmail.com) |
| 6 |  |  |  |  |
| 7 |  |  |  | Manual for Business Manager |
| 8 |  |  |  | PayPal |
| 9 |  |  |  | Alternate through Dev. |
| 10 |  |  |  | Instagram/other social media platforms |
| 11 |  |  |  | Use personal phone numbers |
| 12 |  |  |  | Use Outlook email (manual process). |
|  |  |  |  | Use TEAMS or VOIP option. |

#

# Employee Contact List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name |  | Title / Responsibility (Inc. Succession) | Home / Cell Number | Personal Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Vendor Contact List

|  |  |  |
| --- | --- | --- |
| Vendor | Resource/Service | Contact Information |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**This template is offered as a courtesy for our nonprofit partners to use to create your own policies. We are not lawyers, and we advise you seek out your own legal advice about whether this template is right for your organization. Apparo makes no warranties about the appropriateness, accuracy, timeliness, or sufficiency of this template. By using this template, you understand and accept the risk and responsibility of seeking out professional advice as to whether the template fits your needs as an organization, and *you acknowledge that Apparo will not be liable for any damages that may arise in relation to your use of this template*.**