

Business Continuity Plan and Exercise

A business continuity record covering critical services, disruption triggers, recovery priorities, dependencies, communications and exercise findings.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is an organisation-specific planning and exercise record. It is not an ISO 22301 certification, emergency service response plan or guarantee of recovery.

Government guidance treats business continuity as preparation for disruption and recovery of essential activities. Cyber risks also need appropriate management. Set priorities from the organisation's actual dependencies, then exercise and review the arrangements.

2. Plan ownership

Plan reference and revision *

Plan owner and deputy *

Services, locations and exclusions *

Disruption triggers and who can activate the plan *

3. Critical activities

Critical activity (copy this block for each one)

Service and accountable owner *

Impact of losing the service *

Agreed recovery time target and basis *

Tolerable data loss where relevant

People, premises, suppliers, equipment and information

Alternative arrangements and minimum resources

4. Response and communications

Initial response and escalation responsibilities *

Role-based contact routes and secure directory reference

Staff, customer and supplier communication arrangements

Recovery sequence and verification before return to normal

5. Exercise and review

Exercise date

Scenario tested

What worked and what failed

Compare what happened in the exercise with the plan's expectations. Name the dependency and the follow-up owner.

Plan changes and approval reference

Next review date

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.