BUSINESS CONTINUITY PLAN

1   Introduction

It is our policy to ensure that if our business is interrupted, we can become fully operational as quickly as possible. In doing so, we aim to protect our staff, clients and any other parties we have dealings with. This plan contains the procedures we will follow should we suffer a business interruption.

2   Scope of the Business Continuity Plan (BCP)

2.1   This BCP applies to all staff employed by [*Name of firm*].

2.2   Examples of incidents that would invoke this plan are:

2.2.1   flood

2.2.2   fire

2.2.3   theft

2.2.4   IT failure

2.2.5   communications failure (eg telephone system)

2.2.6   limited or no access to offices

2.2.7   adverse weather

2.2.8   loss of key personnel

2.2.9   terrorism

2.2.10   cyber-security or cybercrime incident

2.3   We have evaluated and analysed each of each these business interruptions.

2.4   The evaluation and analysis documents set out the:

2.4.1   impact and likelihood of different types of interruption occurring

2.4.2   measures we have already taken to reduce, avoid or transfer the risk

2.4.3   key functions of our business that are needed in delivering services to clients

2.4.4   key staff identified to manage recovery of those functions, and

2.4.5   resources we need to deliver our services

3   The BCP Team

3.1   The [*insert title of person responsible for the BCP*] has ultimate responsibility for the design, maintenance, implementation and testing of this plan.

3.2   They are assisted by the BCP Team, which consists of the following personnel:-

3.2.1   [*Name*].

3.3   In the event of an incident, the BCP Team will:

3.3.1   determine necessary actions

3.3.2   carry out those actions or identify and direct others to do so

3.3.3   communicate with staff about the incident and actions being taken as appropriate

3.4   The following table contains details of BCP Team and their role/responsibilities in implementing the BCP:

Name	Role/responsibilities
[*HOLP*]	[*determine necessary actions*]
	[*carry out those actions or identify and direct others to do so*]
	[*communicate with staff about the incident and actions being taken as appropriate*]
[*Senior partner*]	[*determine necessary actions*]
	[*carry out those actions or identify and direct others to do so*]
	[*communicate with staff about the incident and actions being taken as appropriate*]
[*Office manager*]	[*ensure appropriate office resources are available*]
	[*recover documents and other necessary facilities*]
	[*manage relocation of office*]

Name	Role/responsibilities
	[*communicate with office insurers*]
[*Risk manager*]	[*carry out any necessary risk assessments*]
	[*communicate with professional indemnity insurers*]
	[*communicate with regulators*]
[*HR manager*]	[*provide appropriate support to staff*]
	[*maintain staff contact details*]
[*Finance manager*]	[*obtain visitor lists*]
	[*communicate with bank*]
	[*manage the recovery of financial data*]
[*Marketing/PR manager*]	[*manage the firm's reputation*]
	[*communicate with clients and media*]
[*IT manager*]	[*recover the IT system*]
	[*manage system backups*]
	[*maintain adequate IT resources*]
	[*provide appropriate IT support*]
[*Other*]	[*insert*]

3.5   A list of contact details for the BCP Team can be found at **Error! Reference source not found.**. The list also contains contact details for key suppliers and emergency services. The contents of this list are confidential.

4   Staff responsibilities

4.1   You must ensure that you understand the contents of this plan. If you have any questions you should contact [*insert name of person to contact with questions about the BCP*].

4.2   You must ensure that your contact information held by the [*HR department/personnel*] is at all times up to date.

4.3   You must follow our BCP procedures.

5   BCP Procedures

5.1   What to do if an incident occurs while you are in the office

5.1.1   If you discover an incident while you are in the office, of the nature covered by the BCP, you must contact a member of the BCP Team **[**and [*insert other alert procedure, eg activate the fire alarm*] as appropriate**]**.

5.1.2   If you are alerted to an incident while you are in the office you must [*set out your procedure, eg assemble at the evacuation point*].

5.2   What to do if an incident occurs out of business hours

5.2.1   If an incident occurs out of office hours, the BCP Team will provide information and issue guidance and instructions as appropriate.

6   Training

6.1   All staff will receive training on the requirements of the BCP, including:

6.1.1   regular training for existing staff
6.1.2   training for new staff at induction
6.1.3   updates following any changes to the BCP
6.1.4   focused training for individual staff or teams responsible for BCP implementation tasks

7   Testing

7.1   We will test the procedures contained in this BCP at least annually.

7.2   Testing methods may include undertaking an out of hours IT recovery test and testing contact information for key staff and suppliers to ensure it is up to date.

7.3   We will record the results of testing in the BCP Schedule of Testing.

8 **Review of the BCP**

8.1 We will review our BCP regularly but at least annually.

8.2 We will provide information and/or training on any changes we make.