

Resource C; Part 1 – Plan Business Continuity Plan Checklist

This checklist is designed to aid the completion of business continuity plans drawing from various guidance documents including:

- Emergency Preparedness, Chapter 6 Business Continuity Management¹
- Business Continuity Institute Good Practice Guidelines 2013
- NHS England Core Standards for EPRR
- ISO 22301/22313
- HSCIC Information Governance Toolkit

It is not a formulaic list and should be adapted to reflect local business continuity plans and whether the plan is for an overarching organisational plan or a specific operational plan.

Cover document

Plan Administration and Maintenance

- Version control and distribution list
- Security classification
- Document author and BC accountable officer
- Review date and schedule
- Exercising and testing schedule

Introduction

- Aim of the plan
- Objectives and scope of the plan
- List of legal and regulatory requirements for BC as well as associated guidance
- Key plans linked to the business continuity plan

Roles and Responsibilities within the Plan

- Identification of key roles and responsibilities within the plan

Business Impact Analysis and Risk Assessment outputs

- BC risk assessment and treatment
- Identification of single points of failure

¹ Cabinet Office, <https://www.gov.uk/government/publications/emergency-preparedness>

- Prioritised activities including RTO/MTPoD
- Resource requirements for priority services, including minimum levels of operation for:
 - o People
 - o Premises
 - o Technology
 - o Information
 - o Supplies

Plan Activation

- Trigger for activation/standby with appropriate incident response levels with reference to the EPRR Framework
- Activation procedures
- Escalation procedures
- Stand down procedures

Incident Response

- Incident response procedures/command and control
- Incident response structure (incident response teams and single points of contact)
- Action Cards (may be in an annex of the plan)
- Incident Coordination Centre facilities (primary and backup)
- Logging of decision making

Recovery

- BC and recovery strategies
- Debrief/post incident reports/action plans

Communications

- Internal and external comms procedures
- Procedures for warning and informing public
- Info sharing procedures aligned to IG standards

Annexes

- Reference to Business Impact Analysis
- Contact directory
- Reporting tools (e.g. sitrep template)
- Action cards
- Any mutual aid agreements