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Part 1 – Plan Resource C Business Continuity Plan Checklist

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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 2018
- NHS Core Standards for EPRR last revised 2022
- ISO 22301/22313 – Security and Resilience – Business Continuity Management Systems

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.

Business continuity plans should have an intrinsic relation to critical and major incident plans. This is because a business continuity incident could lead into a critical or major incident, therefore, similar principles apply.

Cover Document

- Name of Trust, Name of Document and Logo.

Plan Administration and Maintenance

- Version control and distribution list
- Security classification
- Document author and business continuity accountable officer
- Review date and schedule
- Exercising and testing schedule
- Plan approval and distribution information
- Planned review of BC Plan should be documented for audit and assurance purposes.

Introduction

- Aim of the plan
- Objectives of the plan
- 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

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

Roles and Responsibilities within the Plan

- Identification of key roles and responsibilities within the plan (include who has authority to invoke the procedures)
- Individual responsibilities and authorities of team members.
- Prompts for immediate action any specific decisions the team may need to make e.g. activating an alternative site.

Business Impact Analysis and Risk Assessment Outputs

- BC risk assessment and treatment
- Prioritised activities including Recovery Time Objective (RTO) / Maximum Tolerable Period of Disruption (MTPoD)
- Resource requirements for priority services
 - o People
 - o Premises
 - o Technology
 - o Information
 - o Supplies

Plan Activation

- What are the triggers for activation/standby with appropriate incident response levels
- Activation procedures including implementation procedures i.e. invocation of continuity solutions and team mobilisation structures.
- Escalation procedures
- Stand down procedures
- There should be a relationship between business continuity plans and the organisations incident plans. This is because if a business continuity incident occurred that lead to a critical incident there would only be one level of command and control.

Incident Response

- Incident response procedures/command and control
- Incident response structure (incident response teams and single points of contact)
- A relationship between both the BC plan and incident response plan should be considered e.g. if a BC incident occurred that leads to a critical incident there would only be one level of command and control.
- Action Cards (may be in an annex of the plan)
- Incident Coordination Centre facilities (primary and backup)
- Resources

- Logging of decision making
- Decision support checklists

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
- Media management

Annexes

- Reference to Business Impact Analysis
- Contact directory (Internal and External)
- Internal and external interdependencies
- Reporting tools (e.g. sitrep template)
- Template meeting agenda/s
- Action cards
- Any mutual aid agreements