**<Company Name>**

**Business Continuity Plan (BCP)**

**CHAPTER <XXX>**

**<RECOVERY TEAM NAME> RECOVERY TEAM**

READ ENTIRE CHAPTER BEFORE

IMPLEMENTING PROCEDURES

**<Date>**

1. <Recovery Team Name> Recovery Team
	1. Team Overview
		1. Department Description

During normal business operations, the <Recovery Team Name> department has the following responsibilities and duties:

* …
* Overseeing the development, maintenance, and testing of the <Recovery Team Name> Recovery Plan and assuring that the department’s staff members remain knowledgeable of the Plan and their role in <Company Name>’s overall effort to recover from a disaster.
	+ 1. Disaster Responsibilities

Following a disaster, and throughout the activation of the <Company Name> Business Continuity Plan (BCP), the <Recovery Team Name> Recovery Team has the following responsibilities and duties:

* …
* Performing all activities under the direction of the <Company Name> Recovery Management Team (RMT) and the supporting Emergency Command Center (ECC).
* Providing timely status updates and other information to the <Company Name> ECC for communication to the RMT.
	1. Departmental Recovery Strategies

The <Recovery Team Name> Recovery Team has defined the following recovery strategies to facilitate their effort to continue or resume operations following a disaster:

| **Category** | **Strategy** |
| --- | --- |
| Workspace |  |
| Workstations |  |
| IT Services |  |
| Telephones |  |
| Personnel |  |
| <Other> |  |

* 1. Team Roster and Roles

| **Call Sequence** | **Role** | **Name** | **Title** | **Work Phone** | **Home Phone** | **Cell Phone/Other** | **Home Address** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Team Leader (TL) |  |  |  |  |  |  |
| 2 | Alternate TL |  |  |  |  |  |  |
| 3 | Team Member |  |  |  |  |  |  |
| 4 | Team Member |  |  |  |  |  |  |
| 5 | Team Member |  |  |  |  |  |  |
| 6 | Team Member |  |  |  |  |  |  |

* 1. Business Functions and Recovery Time Objectives (RTOs)

| **Business Function Name** | **Business Function Description** | **Recovery Time Objective (RTO)****(Days)** |
| --- | --- | --- |
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* 1. Team Resource Requirements
		1. External Resource Requirements

| **Category** | **Resource** | **Quantity (Incremental)** |
| --- | --- | --- |
| **Day 1** | **Day 2** | **Day 3** | **Week 2** | **Week 3** | **Week 4** |
| Equipment | Telephone |  |  |  |  |  |  |
|  | PC – Standard |  |  |  |  |  |  |
|  | PC – Specialized |  |  |  |  |  |  |
| Access | LAN (Network Access) |  |  |  |  |  |  |
|  | Internet |  |  |  |  |  |  |
| Software/Systems | LAN (File Server) |  |  |  |  |  |  |
|  | Email |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Facilities | Workspace (Desks) |  |  |  |  |  |  |

* + 1. Internal Resource Requirements

| **Item** | **Description/Contents** | **Source/Storage Location** |
| --- | --- | --- |
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* 1. Recovery Task List

Note: The following team-specific recovery tasks are in addition to the Common Recovery Tasks included in <Location> of the <Company Name> Business Continuity Plan (BCP). The team-specific recovery tasks (below) and the common recovery tasks should be referenced simultaneously throughout the recovery process.

| **TASK ID** | **TASK NAME** | **TASK DETAILS** | **TEAM LEADER TASK?** |
| --- | --- | --- | --- |
| **ALL2000** | **Essential Activities** |
| <RTN>2010 | <EA Task1> | * <EA Task1 – Step1>
* <EA Task1 – Step2>
 | <Yes/No><Yes/No> |
| <RTN>2020 | <EA Task2> | * <EA Task2 – Step1>
* <EA Task2 – Step2>
 | <Yes/No><Yes/No> |
| **ALL4000** | **Temporary Operating Procedures (TOPs)** |
| <RTN>4010 | <TOP Task1> | * <TOP Task1 – Step1>
* <TOP Task1 – Step2>
 | <Yes/No><Yes/No> |
| <RTN>4020 | <TOP Task2> | * <TOP Task2 – Step1>
* <TOP Task2 – Step2>
 | <Yes/No><Yes/No> |
| **ALL6000** | **Restoration Activities** |
| <RTN>6010 | <RST Task1> | * <RST Task1 – Step1>
* <RST Task1 – Step2>
 | <Yes/No><Yes/No> |
| <RTN>6020 | <RST Task2> | * <RST Task2 – Step1>
* <RST Task2 – Step2>
 | <Yes/No><Yes/No> |
| **ALL8000** | **Resumption Activities** |
| <RTN>8010 | <RMP Task1> | * <RMP Task1 – Step1>
* <RMP Task1 – Step2>
 | <Yes/No><Yes/No> |
| <RTN>8020 | <RMP Task2> | * <RMP Task2 – Step1>
* <RMP Task2 – Step2>
 | <Yes/No><Yes/No> |
| **ALL9000** | **Migration Activities** |
| <RTN>9010 | <MIG Task1> | * <MIG Task1 – Step1>
* <MIG Task1 – Step2>
 | <Yes/No><Yes/No> |
| <RTN>9020 | <MIG Task2> | * <MIG Task2 – Step1>
* <MIG Task2 – Step2>
 | <Yes/No><Yes/No> |

* 1. Reference Information

| **Name** | **Primary Location** | **Alternate Location/Method Of Replacement** |
| --- | --- | --- |
| <Recovery Team Name> Recovery Plan |  |  |
| Departmental Standard Operating Procedures (SOP) Manual |  |  |
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* 1. Pandemic Functional Analysis
		1. Pandemic Impacts and Minimum Response Level to Suspend

| **Function Name** | **Personal Interaction/On-Site Requirements** | **Unique Skills and/or Authorities** | **Volume/Demand Changes** | **Operating Cost Changes** | **Vendor/Supplier Dependence** | **Minimum Response Level to Suspend** |
| --- | --- | --- | --- | --- | --- | --- |
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* + 1. Alternate Staffing Options and Remote Processing Capabilities

| **Function Name** | **Primary Staff** | **Alternate Staff** | **Remote Processing Capabilities** | **Remote Processing Considerations** |
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* + 1. Pandemic Response Tasks

| **Function Name** | **Alternate Processing Procedures** | **Restoration and Resumption Tasks** |
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* 1. Appendices
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* …
* …

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