1. Business Continuity Plan (BCP) Overview
	1. Introduction
	2. Policy
	3. Objective
	4. Assumptions
	5. Scope
2. Business Continuity Plan (BCP) Activation Information
	1. Activation Process
		1. Activation Process Flow
		2. Activation Guidelines
		3. BCP Activation Phone List
	2. Recovery Strategies
	3. Recovery Time Objectives (RTOs)
		1. Business Function RTOs
		2. System/Resource RTOs
	4. Locations
		1. Primary Locations
		2. Alternate/Recovery Locations
		3. Off-Site Storage Locations
3. Business Continuity Plan (BCP) Administration
	1. Plan Structure
	2. Plan Distribution
		1. Distribution Procedures
		2. Control Procedures
	3. Plan Maintenance
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4. BCP Team Structure
	1. Recovery Team List and Assignments
	2. Recovery Team Responsibilities
	3. Business Continuity Coordinator Responsibilities
	4. Common Recovery Tasks
5. Crisis Management Team (CMT) or Recovery Management Team (RMT)
	1. Team Overview
	2. Team Roster and Roles
	3. Team Resource Requirements
		1. External Resource Requirements
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6. Emergency Operations Centers (EOC) or Emergency Command Center (ECC) Team
	1. Team Overview
	2. Team Roster and Roles
	3. Team Resource Requirements
		1. External Resource Requirements
		2. Internal Resource Requirements
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	6. Appendices
7. Damage Assessment Team (DAT)
	1. Team Overview
	2. Team Roster and Roles
	3. Team Resource Requirements
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8. Department #1 – Structure repeats for each department
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		1. Department Description
		2. Disaster Responsibilities
	2. Departmental Recovery Strategies
	3. Team Roster and Roles
	4. Business Functions and Recovery Priorities
	5. Team Resource Requirements
		1. External Resource Requirements
		2. Internal Resource Requirements
	6. Recovery Task List
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9. Department #2
10. Department #3
11. IT System/Platform/Environment #1 – Structure repeats for each technical system/platform/environment
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	2. Team Roster and Roles
	3. Recovery Priorities and RTOs
	4. System Recovery Strategies
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	7. Interdependencies and Other Considerations
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12. IT System/Platform/Environment #2
13. IT System/Platform/Environment #3
14. Business Continuity Plan (BCP) Testing
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	2. Testing Forms
	3. Evaluation of Test Results
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		1. Critical Phone Numbers
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	4. Recovery Process Tracking/Reporting Forms
		1. Disaster Assessment Report
		2. Problem Ticket
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		2. Test Preparation Worksheet
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