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
   4. Plan Testing
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
      2. Internal Resource Requirements
   4. Recovery Task List
   5. Reference Information
   6. Appendices
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
   4. Recovery Task List
   5. Reference Information
   6. Appendices
7. Damage Assessment Team (DAT)
   1. Team Overview
   2. Team Roster and Roles
   3. Team Resource Requirements
      1. External Resource Requirements
      2. Internal Resource Requirements
   4. Recovery Task List
   5. Reference Information
   6. Appendices
8. Department #1 – Structure repeats for each department
   1. Team Overview
      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
   7. Reference Information
   8. Appendices
9. Department #2
10. Department #3
11. IT System/Platform/Environment #1 – Structure repeats for each technical system/platform/environment
    1. System Overview
       1. System Description
       2. System Components
    2. Team Roster and Roles
    3. Recovery Priorities and RTOs
    4. System Recovery Strategies
    5. Resource Requirements
       1. External Resource Requirements
       2. Internal Resource Requirements
    6. Recovery Task List
    7. Interdependencies and Other Considerations
    8. Reference Information
    9. Appendices
12. IT System/Platform/Environment #2
13. IT System/Platform/Environment #3
14. Business Continuity Plan (BCP) Testing
    1. Test Schedule
    2. Testing Forms
    3. Evaluation of Test Results
    4. Test Plans
    5. Types of Tests
15. Exhibits and Reports
    1. Contact Information
       1. Critical Phone Numbers
       2. Staff Phone List
    2. Contact Logs
       1. Notification Checklist
       2. Telephone Call Log
    3. Reference Information
       1. Redirected Phone Numbers
       2. Skills List
       3. Insurance Information
    4. Recovery Process Tracking/Reporting Forms
       1. Disaster Assessment Report
       2. Problem Ticket
       3. Recovery Status Report
       4. Daily Expense Ledger
    5. Business Continuity Plan Administration/Maintenance Forms
       1. Plan Distribution Register
       2. Test Preparation Worksheet
       3. Testing Checklist
       4. Test Results Worksheet
       5. Plan Maintenance Form
    6. Emergency Response Forms
       1. Bomb Threat Checklist
       2. Kidnap/Hostage Call Checklist
       3. Incident Report

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