

## **Continuity Plan Outline**

### **Overview**

- ▲ Objectives
- ▲ Strategy
- ▲ Assumptions

### **Incident Response**

- ▲ Incident Management Procedures
- ▲ Disaster Declaration Procedures
- ▲ Crisis Management Team
- ▲ Notification Procedures
- ▲ Evacuation Procedures
- ▲ Shelter in Place Procedures
- ▲ Emergency Telephone Numbers

### **Critical Tasks to Business Resumption**

- ▲ Day 1
- ▲ Day 2
- ▲ Days 3 -7
- ▲ Week 2
- ▲ Week 3
- ▲ Weeks 4 and beyond

### **Plan Specifications**

- ▲ Alternate Sites
- ▲ Hardware Requirements
- ▲ Software Requirements
- ▲ Office Equipment Inventory
- ▲ Vital Records Inventory
- ▲ Vendor Contacts
- ▲ Insurance Information
- ▲ Testing Procedures
- ▲ Training Procedures
- ▲ Maintenance Procedures
- ▲ Appendices
  - Floor plans
  - Network diagrams
  - Other related documents
  - Employee List(s)