

BUSINESS CONTINUITY PLAN

We hope your business never has to deal with a distressing event. However, with the help of this template, you'll have a solid prevention and recovery strategy in place should you ever have to deal with a natural disaster, power outage, cyber-attack, pandemic, or other threat.

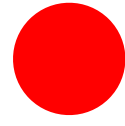
Your business continuity plan will help you organize the essential information your company needs to continue operating during an unplanned event. You'll list the functions of the business, identify your vital systems and processes, and brainstorm how to preserve the health and reputation of your business in worst-case scenarios.

The best business continuity plans include the insights of all business leaders and can take into account feedback from employees and other stakeholders. It's best to update your business continuity plan thoroughly at least once a year and test your strategy to identify and improve any weaknesses you discover.

To the health and success of your business!
-The Invoice2go, a Bill.com company, team

BUSINESS NAME	
DATE	
PREPARED BY	

VERSION HISTORY



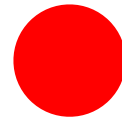
VERSION HISTORY				
Version	Approved By	Revision Date	Description Of Change	Author

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

TABLE OF CONTENTS

BUSINESS RISK ASSESSMENT	3
BUSINESS FUNCTION & RECOVERY PLAN & TEAMS	4
EVACUATION & RELOCATION PLANS	5
EMPLOYEE CONTACT LIST	6
VENDOR CONTACT LIST	7
DISCLAIMER	8

BUSINESS RISK ASSESSMENT



The following table is used to evaluate the risk the business may likely face based on the business owner or executives' discretion. A few examples are earthquakes, flooding, pandemics, cyber attacks and etc...

BUSINESS RISK ASSESSMENT TABLE					
Hazard	Probability	Magnitude	Warning	Duration	Risk Priority
Type the potential hazard in this column.	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Highly Likely 3. Likely 2. Possible 1. Unlikely	4. Minimal 3. 6 – 12 hours 2. 12 – 24 hours 1. 24+ hours	4. 12+ hours 3. 6 – 12 hours 2. 3 – 6 hours 1. < 3 hours	High Medium Low

BUSINESS FUNCTION & RECOVERY PLAN & TEAMS

Fill in this table for each of your critical business functions.

These tables are customizable and can include as much information as needed.

[COMPANY NAME] CRITICAL BUSINESS FUNCTION					
Critical Business Function:					
Business Process to Complete:					
DETAILS					
Supporting Activities	Lead Point of Contact	Max Allowed Down Time	Criticality	Records	Vendor & External Contacts
[Describe activity]	[Name & Title]	[Time/Days]	[High/Med/Low]	[List of records or documents that support this activity]	[List of external contacts needed to carry out each activity]
Implication if not conducted:					
Required resources:					
Facilities:					
Notes:					

EVACUATION & RELOCATION PLANS

This section is used in the event where business operations can no longer take place on the original business site. This evacuation and relocation strategy should include both short-term and long-term sites.

EMPLOYEE CONTACT LIST

Always keep an updated employee contact list to ensure internal communication can be delivered when an emergency happens.

EMPLOYEE CONTACT DETAILS				
Employee Name	Job Title	Cell Number	Personal E-mail Address	Emergency Contact

VENDOR CONTACT LIST

Always keep an updated vendor contact list so your business can stay connected with the vendors and provide business status updates.

VENDOR CONTACT DETAILS			
Vendor	Contact Person	Email Address	Business Phone Number

DISCLAIMER

Any templates or information provided by Invoice2go on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties about the completeness, accuracy, reliability, and suitability of the templates or information on the website. Therefore, any reliance on such information is strictly at your own risk.

