

# Business Continuity Plan Doc

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## Business Continuity Plan

### Section 1: Recovery Plan

Table

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< Recovery Plan

<input type="checkbox"/>	Item		Description	Owner ⓘ	Priority ⓘ	Start - End Date ⓘ
<input type="checkbox"/>	Disaster Oc	+	Add description		High	! 1 Apr, '22 - 7,
<input type="checkbox"/>	Records Ba	+	Add description		High	! 1 Apr, '22 - 7,

Phase 1	Description	Due Date
Task A		
Task B		
Task C		

### Section 2: Alternate Business Site

Table

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< Alternate Business Site



<input type="checkbox"/>	Item		Description	Owner ⓘ	Priority ⓘ	Start - End Date ⓘ
<input type="checkbox"/>	Long Term !	+	Add description		Medium	! 16 Mar, '22 - 2,
<input type="checkbox"/>	Short Term	+	Add description		Medium	! 17 Mar, '22 - 2,

Short-Term Strategy	Description	Due Date
Task A		
Task B		
Task C		











Long-Term Strategy	Description	Due Date
Task A		
Task B		
Task C		

### Section 3: Recovery Procedures

**Table**

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< **Recovery Procedures**

<input type="checkbox"/>	Item	Description	Owner 	Priority 	Start - End Date 
<input type="checkbox"/>	Notificator 	Add description		Medium	 5 Apr, '22 - 13
<input type="checkbox"/>	Plan Activat 	Add description		Medium	 13 Apr, '22 - 2
<input type="checkbox"/>					

Procedure	Description	Deadline
Notify Management		
Plan Activation		
Relocation to alternate Site		

### Section 4: Recovery Team

## Table

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### < Recovery Teams

<input type="checkbox"/>	Item		Description	Owner 	Priority 	Start - End Date 
<input type="checkbox"/>	Team A (Ro		Add description		Medium	 6 Apr, '22 - 8
<input type="checkbox"/>	Team B (Ro		Add description		Low	 6 Apr, '22 -

Team Name	People	Role