Business Continuity Plan Template Example

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

Develop your service’s business continuity management plan using the template example below to support the safe continuation of teaching and learning during the following common business continuity events or disruptions:

* Loss of access to your facility’s site
* Loss of loss of essential services (inc. electricity, water), technology, data, and communications
* Loss of shortage of staff or skills

### 1. Arrangements to manage inability to access your facility site

You may like to consider mutual support agreements with other services/other local premises; adjusting timetables and room allocations; scheduling offsite excursions; and including key stakeholders that may need to be contacted should you experience partial or complete site inaccessibility.

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| Details of arrangements |  |

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| Name | Contact Details | Support Role |
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### 2. Arrangements to manage loss of essential services (inc. electricity, water), technology, data, and communications

You may like to consider noting any interdependencies with other systems; knowing your essential services provides and support contacts; propositioning of water, charged power banks and/or portable emergency lighting (torches etc); alternative communication options, such as satellite phones; generators; backing up the service’s data so that it is isolated from production systems; access to paper-based systems including student and family contact details and hard copies of curriculum content; flexible lesson plans that can be completed without the use of technology.

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| Details of arrangements |  |

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| Name | Contact Details | Support Role |
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### 3. Arrangements to manage a loss or shortage of staff or skills

You may like to consider temporary staff arrangements; multi-skilling/cross training; alternate operational arrangements, such as suspending non-critical activities and/or mutual support with other services; and factors that may impact the ability of staff to attend the facility such as distance travelled, household fire plans or susceptibility to other emergencies, and document suitable contingencies.

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| Name | Contact Details | Support Role |
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