



Business Contingency Plan Template

13 Jan 2023 / Claire Owens

Complete

Score	0%	Flagged items	0	Actions	1
Business Name	S. Germain Manufacturing				
Location	Los Angeles, CA, USA (34.0522342, -118.2436849)				
Date of Creation	13.01.2023 08:30 PST				
Version History	1.0				
Prepared by	Claire Owens				

Actions

1 action

Recovery Plan

Steps to take for records backup

As mentioned in our priorities list of strategies, we must have a regular schedule of maintaining our records management best practices as one of the best ways for us to ensure business continuity. This is due to the fact that most of our business functions rely on customer data and the historical performance of our organization since we started.

Also, we have to update and upgrade our cybersecurity program for 2023. Coordination between the IT, legal, and senior leadership teams will take place before the end of Q1.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 20.01.2023 09:32 PST | Created by SafetyCulture Staff

Remind the IT Director to submit the final 2023 strategy for our Cybersecurity Program 3.0.

Business Function Recovery

List and/or descriptions of priority strategies to implement to recover essential business operations

- Regular maintenance of records management and backup protocols must be in place to ensure a smooth transition should the need to recover them arise.
 - Securing and setting up the alternate business site or location
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Relocation strategy

Since we've launched a new sub-branch in California as well in 2018, we can use that facility as our backup location.

The process of relocation should prioritize and support the recovery of our core business functions to ensure continuity even after a crisis.

Alternate business site or location

Our alternate business site or location is in San Francisco. It's a relatively new facility, so the equipment and other amenities there are mostly in pristine condition.

It's a must to have proactive measures in place to ensure that the alternate business site is ready for a transition in case we need to move our business operations there.



Photo 1

Process of going through the recovery phases

- Once our company officially declares we're facing a crisis, the stakeholders must then decide to activate and implement the rest of the contingency plan.
- The specific actions to take must continue until the process of relocation is confirmed.
- Operations in the alternate business site or location must continue until the primary facility is restored.
- The process of transitioning from the alternate business site to the primary facility should also be well-planned.

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Specifics of the restoration plan

Our crisis management director, Eula Fowler, is in charge of ensuring the action plans to implement in restoring our primary facility are in place.

Our contingency planning stakeholders and other teams must also set up a dedicated team responsible for the primary facility restoration while ensuring business operations can be continued.

Establishment of recovery teams

Gail Summers is the point person for all things about recovery plans. She's tasked to coordinate with Eula along with other representatives as they form the core recovery team.

Specifics of the recovery procedures

See attached PDF file for the set of activities and tasks outlined needed to recover normal and key business operations

[Recovery Procedures for 2023 Contingency Plan.pdf](#)

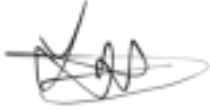
Completion and Sign-off

Name and Signature of Plan Creator/Facilitator



Claire Owens
13.01.2023 23:19 PST

Name and Signature of Approver



Lance Atkins
13.01.2023 23:20 PST

Appendix



Photo 1

[Recovery Procedures for 2023 Contingency Plan.pdf](#)