

Business Continuity

Planning: A Cyclic

Process

A Business Continuity Plan (BCP) is a document that consists of the critical information an organization needs to continue operating during an unplanned event.

Business Continuity Planning can be broken down into four steps:

- Business Impact Analysis
- Recovery Strategies
- Plan Development
- Testing & Exercise



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Lebanon County Department of Emergency Services



Lebanon County Special Operations 50

Lebanon County Department of Emergency Services

Business Continuity Planning

400 South 8th Street
Room 12
Lebanon, PA 17042
717-272-7621



Business Continuity Planning

Business Impact Analysis: Identify critical business functions and processes and the resources that support them.

Recovery Strategies: Identify, document, and implement strategies to recover critical business functions and processes.

Plan Development: The BCP states:

- The essential functions of the business.
- Identifies which systems and processes must be sustained.
- Describes how to maintain those systems and processes.

A BCP should cover risks including cyber-attacks, pandemics, natural disasters, and human error. The purpose of having a BCP is to help ensure a quick and efficient response to any incident that may impact the business.

Testing & Exercising: Conduct training, testing, and exercising to evaluate recovery strategies and the BCP.

Testing Your Plan

Once you have a plan in place, it is important to test or exercise the plan, to see if it will actually work for your business during an emergency. Exercising the plan allows you to see what went well and what can be improved for future incidents.

Contact the LCDES Emergency Management Team by email at EM@LCDES.ORG for any planning, exercise, or other emergency management related questions.

A Business Continuity Plan Template can be found at: <https://www.ready.gov/business-continuity-plan>.

Business Emergency Contact Information

It is important that LCDES have the most up to date contact information for your business in case of an emergency.



Business Emergency Contacts should be updated on an annual basis, unless contacts change, prior to the annual update. To submit Business Emergency Contact Information, go to www.lcdes.org/resources/, complete the form, then email the completed form to 911supervisor@lcdes.org.