

# Business Continuity Plan

Business Continuity Lead	
Name	
Title	
Phone	
Email	

Alternative Business Continuity Lead	
Name	
Title	
Phone	
Email	

Locations of Important Items	
Emergency Kit	

<b>Emergency Kit</b>	
<b>First Aid Kit</b>	
<b>Important Documents</b>	
<b>Fire Extinguisher</b>	
<b>"Grab and Go" Bag</b>	
<b>First Responder Package</b>	
<b>Shut-down Procedures</b>	

## **Specific Business Information**

<b>Incorporation / Business Number</b>	
<b>GST Account Number</b>	
<b>PST Account Number</b>	

<b>Business License Number</b>	
<b>WorkSafeBC Account Number</b>	
<b>Payroll Account Number</b>	
<b>BCeID</b>	

<b>Staff Contact List</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>

<b>Supplier Contact List</b>			
<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>Email</b>

<b>Major Customer Contact List</b>			
<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>Email</b>

Name	Company	Phone	Email
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<b>Emergency Contact List</b>			
Name	Association	Phone	Email

<b>Emergency Shut-down Procedure</b>	
Asset	Procedure

<b>Insurance Company Information</b>	
Name	
Address	
Phone	
Fax	
Website	
Contact Emergency	

<b>Emergency Phone</b>	
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<b>Insurance Agent's Information</b>	
<b>Agent's Name</b>	
<b>Agent's Phone</b>	
<b>Agent's Email</b>	
<b>Agent's Emergency Phone</b>	

<b>Insurance Policy Information</b>				
<b>Type of Insurance</b>	<b>Provider Name</b>	<b>Policy Number</b>	<b>Policy Limits</b>	<b>Coverage (general description)</b>

<b>Key Roles and Responsibilities</b>	
<b>Primary</b>	

<b>Communication Lead</b>	
<b>Emergency Contact Number</b>	
<b>Email</b>	
<b>Backup Communication Lead</b>	
<b>Emergency Contact Number</b>	
<b>Email</b>	

## **When to activate plan (any of the following conditions)**

<b>Length of time of outage/interrupt ion:</b>	
<b>Percentage of sales lost</b>	
<b>Number of employees</b>	

<b>Employees impacted</b>	
<b>Percentage of key business functions interrupted</b>	
<b>Evacuation Alert</b>	
<b>Evacuation Order</b>	

<b>Collecting Valuable Information</b>	
<b>Hazard</b>	<b>Information Sources</b>

