# Business Continuity Plan Template (COOP)

## Business Information

Business Name: _____

Business Address: _____

Primary Contact Person: _____

Phone: _____  Email: _____

## 1. Critical Functions

What are the top 3–5 things your business must keep doing, no matter what?

• _____

• _____

• _____

## 2. Staff Roles & Contact Info

Who is responsible for what during an emergency? How can they be reached?

| Name | Role/Responsibility | Phone | Email |
|------|--------------------|-------|-------|
|      |                    |       |       |
|      |                    |       |       |
|      |                    |       |       |
|      |                    |       |       |
|      |                    |       |       |

## 3. Backup Resources

What backups do you have for essential services or tools (internet, payment systems, etc.)?

Internet backup: _____

Payment/Point-of-Sale backup: _____

Key vendors or partners: _____

Offsite data/storage location: _____

## 4. Data Protection

How do you back up your key business data?

[ ] Cloud storage

[ ] External hard drive

[ ] Secure offsite location

[ ] Other: _____

## 5. Emergency Contacts

List essential emergency contacts (utilities, insurance, OEM, IT support, etc.)

| Service | Company | Contact Name | Phone |
|---------|---------|--------------|-------|
|         |         |              |       |
|         |         |              |       |
|         |         |              |       |
|         |         |              |       |
|         |         |              |       |

## 6. Communication Plan

How will you communicate with your employees and customers?

Employee Updates via: [ ] Text  [ ] Email  [ ] Call  [ ] Other: _____

Customer Updates via: [ ] Website  [ ] Social Media  [ ] Email

Special Population Considerations (e.g., language, disabilities):

_____

## 7. Recovery Procedures

What are the first steps to reopen or resume operations?

• _____

• _____

• _____

## 8. Notes or Additional Planning Items

Use this space to jot down anything else important to your operations.

- _____
- _____
- _____