



BUSINESS CONTINUITY PLANNING OVERVIEW

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The Business Continuity Planning Toolkit was developed by the City of Boston Office of Emergency Management to empower businesses to prepare for, continue operating during, and recover from emergencies and disruptions. Learn the fundamentals of business continuity planning, build a custom Emergency Action Plan and a Business Continuity Plan, and test your plans using the templates and guidance provided in the toolkit.

TOOLKIT COMPONENTS

The Business Continuity Planning Toolkit includes:

1. **Business Continuity Planning Overview**
2. **Business Continuity Planning Guidance:** An instructional guide for building and testing your plans.
3. **Emergency Action Plan and Response Guides:** A plan template to help businesses protect lives and property during an emergency that includes:
 - a. Communication Procedures
 - b. An Evacuation Plan template
 - c. A Shelter-in-Place Plan template
 - d. Guidance for Securing Property and Equipment
 - e. Emergency Response Guides for specific hazards or scenarios (fire, medical, power failure, cyberattack, flooding, etc.)
4. **Business Continuity Plan:** A plan template to help businesses continue operating and restore to normal operations following an emergency or disruption. The plan template includes:
 - a. A Planning Checklist
 - b. Essential Business Functions and Continuity and Restoration Strategies
(Also included: 4.1 Essential Business Functions Worksheet and 4.2 Continuity and Restoration Strategies Worksheet)
 - c. Communication Procedures
 - d. Plan Maintenance Guidance
 - e. Guides for Gathering Key Information
5. **Business Continuity Training + Exercises:** A modular exercise system and guidance for testing the effectiveness of your plans and your staff's ability to implement the plans.
(Also included: Exercise Discussion Questions Worksheet)

Download the toolkit and start planning today to protect your business. For more information, please visit [Boston.gov/emergency](https://boston.gov/emergency) or reach out to BostonRCPGP@boston.gov.