

## **I. EXECUTIVE STATEMENT**

*This Executive Statement section should include a statement from the CEO/President demonstrating management support for the Business Emergency Preparedness and Resumption Plan. It should be included at the beginning of the document and should also include a statement regarding the businesses commitment to the safety and protection of employees and the public.*

Sample Text: [Company] supports the organization and its employees by using a comprehensive, risk-based, emergency management program of preparedness, response, and recovery to protect the employees and the business from all types of hazards. To accomplish this, [Company] has created this Emergency Preparedness and Business Resumption Plan to prepare and ensure that operations continue efficiently and with minimal disruption to essential functions during emergency situations. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on our organization, our employees, and our facilities.

## **II. PURPOSE**

*The Purpose section should explain the reason(s) for development of the Plan and indicate if the Plan is being published to comply with regulatory or corporate requirements.*

Sample Text: This plan provides procedures, guidance, and organizational structure to ensure the continuation of [Company's] essential functions in the event that [Company] is incapacitated and/or employees are unavailable or incapable of performing their assigned duties due to some catastrophic event. This plan outlines the immediate response as well as the necessary components to perform essential functions.

## **III. OBJECTIVES**

*The Objectives section should include the objectives of the Business Emergency Preparedness and Resumption Plan, in order of priority, if possible.*

Sample Text: The Emergency Preparedness and Business Resumption Plan will meet the following objectives:

1. Identify prioritized essential functions and determine necessary resources to facilitate their immediate and seamless transfer to another site if necessary;
2. Include a list identifying organization point of contacts with overall responsibility for the fully equipped and trained personnel who will perform essential functions and activities when the Plan is necessary;
3. Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for extended periods;
4. Identify the likely activation conditions (triggers) that would initiate or activate the Plan; and
5. List necessary resources (people, equipment, and materials) to perform essential function during and after the event.