Tabzoola

Business Continuity Plan Binder Checklist

The sections a printed continuity plan binder commonly carries, so it works when the network does not.

Site / team: _____ Date: _____

- [ ] Plan purpose, scope and activation criteria
- [ ] Crisis team roles, phone tree and alternates
- [ ] Emergency contacts: staff, vendors, utilities, insurers
- [ ] Critical functions and recovery priorities
- [ ] Recovery time and point objectives for each function
- [ ] Alternate work site and remote-work procedures
- [ ] IT and data recovery steps (or a pointer to the IT runbook)
- [ ] Communication plan: staff, customers, media
- [ ] Vendor and supplier contingencies
- [ ] Insurance policies and claim contacts
- [ ] Testing schedule, exercise results and plan updates
- [ ] Revision history and distribution list

TAB IT: Tabzoola's 10-tab set for this binder

Activation · Crisis Team · Contacts · Critical Functions · Recovery Objectives · Alternate Site · IT Recovery · Communications · Vendors · Testing & Updates

Printed on the tabs, collated and 3-hole punched with clear Mylar on every tab: 25 sets are $247.88 ($9.92 a set), every section renamed to yours at no extra cost, with a free PDF proof before anything prints.

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An organizing aid, not legal, HR or compliance advice. Follow your organization's own policies and plans.