

Operational Contingency Plan Template

Plan Title:

Enter plan name

Prepared By:

Prepared by

Approved By:

Approved by

Revision Date:

1. Purpose & Scope

Purpose:

Describe the purpose of this contingency plan...

Scope:

Describe the scope of this plan, including locations and departments covered...

2. Roles & Responsibilities

Role/Team	Responsibilities	Contact Details
Role/Team	Responsibilities	Contact Info
Role/Team	Responsibilities	Contact Info

3. Risk Assessment & Analysis

Risk Description	Likelihood	Impact	Mitigation Measures
Describe a risk	Low/Medium/High	Low/Medium/High	Mitigation measures
Describe a risk	Low/Medium/High	Low/Medium/High	Mitigation measures

4. Contingency Strategies

Response Strategies:

Describe steps and strategies for contingency response...

Plan Activation Criteria:

Define criteria to activate contingency procedures...

5. Communication Plan

Internal Communication:

Methods and protocols for internal communication...

External Communication:

Methods for communicating with external parties...

6. Recovery & Resumption

Recovery Steps:

Outline steps to recover normal operations...

Resumption Criteria:

Criteria for resuming standard operations...

7. Review & Maintenance

Plan Review Frequency:

E.g. annually, semi-annually

Maintenance Procedure:

Describe how the plan will be maintained and updated...

8. Approval

Approver Name & Signature:

Name & signature

Date:

