**Company Name**

**CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CFO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**Business Continuity**

**Report**

**Revision Date:** MM, DD, YYYY

**Section:**

**Document Number:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Prepared by (Name/Title): | | | Date/Time: | | | |
| Event or Incident: | | | Contact Information for Further Details: | | | |
| Situation Overview: | | | | | | |
| Objectives: | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Tasks/Assignments** | | | | **Assigned To:** | | **Completion Time:** |
| 1. |  | | |  | |  |
| 2. |  | | |  | |  |
| 3. |  | | |  | |  |
| 4. |  | | |  | |  |
| 5. |  | | |  | |  |
| 6. |  | | |  | |  |
| 7. |  | | |  | |  |
| 8. |  | | |  | |  |
| 9. |  | | |  | |  |
| 10. |  | | |  | |  |
| This Brief Distribution To: | | | | | | |
| Name/Title: | |  | Name/Title: | |  | |
| Name/Title: | |  | Name/Title: | |  | |
| Other Comments: | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Attachments (list):** | | | | | | |
| * ----------------------------------------------------------------------------------------------- * ----------------------------------------------------------------------------------------------- * ----------------------------------------------------------------------------------------------- | | | | | | |
| **Next Scheduled Brief/Meeting/Update:** | | | | | | |
| * ----------------------------------------------------------------------------------------------- * ----------------------------------------------------------------------------------------------- * ----------------------------------------------------------------------------------------------- | | | | | | |
|  | | | | | | |

**Action Briefing**

**ABC Company LTD.**

Business Continuity and Disaster Recovery Plan

