**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:** |
| * -----------------------------------------------------------------------------------------------
* -----------------------------------------------------------------------------------------------
* -----------------------------------------------------------------------------------------------
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|  |

**Action Briefing**

**ABC Company LTD.**

Business Continuity and Disaster Recovery Plan

