**Yale** Business Continuity Planning

**Recovery Planning Worksheet**

***Instructions:*** *Complete one worksheet for each essential function for your department or unit.*

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| **Essential Function Recovery Strategy:**  Ensure the continuation of *(enter name of function)*: |
| **Requirements:** *(List of required “must have” items or systems)* |
| **Key Roles** *(List of roles or qualifications needed for this function. Facilities supervisors, financial analysis, RN, etc.)* |
| **Individualized Recovery Tasks**  *Instructions: Describe your backup plan for each of the items below. If none exists write None. Skip any Task that does not apply to this function (Example: the function does not require any* specialized equipment or supplies) |
| **Recovery Task #1: Operate with reduced staff**  How would you continue this function if your usual workforce was reduced by 50% for an extended period of time? |
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| **Recovery Task #2: Loss of essential facilities**  What would you do if you did not have access to the primary facilities needed for this function? List each facility and describe your back-up plan. |
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| **Recovery Task #3: Loss of essential IT services and applications**  What would you do if you lost access to your essential IT services *(e.g., email, internet*) or applications *(e.g., Epic, SciQuest)*? List each service and application and describe your back-up plan. |
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| **Recovery Task #4: Loss of essential or specialized equipment**  What would you do if your essential equipment failed? List the equipment and describe your back-up plan. |
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**Recovery Planning Worksheet**

**Side B**

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| **Recovery Task #5: Loss of essential or specialized supplies**  What would you do if you ran out of specialized supplies? How long could you function before you would need to restock? What is your back-up plan? |
| **Recovery Task #6: Loss of essential upstream dependent departments or services**  What would you do if you lost access to an upstream dependent department or service needed for this function? List each dependency and describe your back-up plan. |
| **Recovery Task #7: Loss of utilities**  What would happen if you lost basic utilities like electricity, water, HVAV? List each utility and describe your back-up plan. |
| **Recovery Task #8: Other:**  List any other essential item, service, vendor, or person, that this function replies on that is not captured above. Indicate how long could you operate without the item or person. Describe your plan for continuing operations without it / them. |