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## Lebanon County Department of Emergency Services

### Business Continuity Planning

A Business Continuity Plan (BCP) is a document that consists of the critical information an organization needs to continue operating during an unplanned event. The BCP states:

- The essential functions of the business.
- Identifies which systems and processes must be sustained.
- Describes how to maintain those systems and processes.

A BCP covers risks, including cyber-attacks, pandemics, natural disasters, and human error. The purpose of having a BCP is to help ensure a quick and efficient response to any incident that may impact the business.

Once you have a plan in place, it is important to test or exercise the plan, to see if it will actually work for your business during an emergency. Exercising the plan allows you to see what went well and what can be improved for future incidents.

A Business Continuity Plan Template can be found at <https://www.ready.gov/business-continuity-plan>.

**Contact the LCDES Emergency Management Team by email at [EM@LCDES.ORG](mailto:EM@LCDES.ORG) for any planning, exercise, or other emergency management related questions.**

### Business Emergency Contact Information

Business Emergency Contacts should be updated on an annual basis, unless contacts change, prior to the annual update. To submit Business Emergency Contact Information, go to [www.lcdes.org/resources/](http://www.lcdes.org/resources/), complete the form, then email the completed form to [911supervisor@lcdes.org](mailto:911supervisor@lcdes.org).

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