Recovery Plan - Template

## How to use this document

Use this template to outline the actions required during your recovery from a crisis or emergency.

| Critical business activity | Recovery action | Resource requirements/outcomes | Recovery time objective | Who? |
| --- | --- | --- | --- | --- |
| Key access road closed – booking cancellations | * Reassess financial position of business, including cash flows due to loss of revenue.
* Review expenses of action to reduce fixed variable overheads
 | * Put aside cash reserves to cover costs.
* Reduce costs where possible.
 | Two weeks | Owner |
| Production services halted | * Reassess financial position of business, including cash flows due to loss of revenue.
* Review expenses and develop a plan of action to reduce fixed and variable overheads.
* Negotiate with suppliers to prevent build-p of materials and reduce costs.
* Diversify product range and services offered.
 | * Put aside cash reserves to cover costs.
* Reduce costs where possible.
* Research new products and services.
* Identify alternate production site.
 | Two weeks | Owner |