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 |