



### Critical Business Functions

Use this form to identify what business functions are critical to your survival. To help you get started, the following are some key questions to ask yourself:

- What are my most critical and time sensitive business functions?
- Which functions would I classify as highest priority? Medium priority? Lowest priority?
- How much down time can I tolerate for each business function?
- Which business functions are necessary to fulfill my legal and financial obligations and maintain cash flow?
- Which business functions are essential to maintain my market share and reputation, or to strategically adjust to changed circumstances?

You can download copies of this form from: [http://www.disastersafety.org/business\\_protection](http://www.disastersafety.org/business_protection).  
Save a blank version so you can make additional copies as needed.

<b>Business Function:</b>			
<b>Priority:</b>	<input type="checkbox"/> <b>High</b>	<input type="checkbox"/> <b>Medium</b>	<input type="checkbox"/> <b>Low</b>
<b>Employee In Charge:</b>			
<b>Timeframe Or Deadline:</b>			
<b>Money Lost (or fines imposed) If Not Done:</b>			
<b>Who Performs This Function? (List all that apply)</b>			
<b>Employee(s) / Vendor(s) / Key Contact(s):</b>			
<b>Who Helps Perform This Function? (List all that apply)</b>			
<b>Employee(s) / Vendor(s) / Key Contact(s):</b>			
<i>Who Uses The Output From This Function? (List all that apply)</i>			
<b>Employee(s) / Vendor(s) / Key Contact(s):</b>			
<b>Brief Description Of Procedures To Complete Function:</b> <i>(Consider writing procedures for two scenarios, one for a short disruption, the other for loss of everything.)</i>			
<b>Recovery Notes:</b>			