Using the template in Europe or the United States

The template is written for the UK. To use it in the EU or the United States, check the four things below. Critical sectors, financial firms, public companies and healthcare have extra rules, listed under special cases.

European Union	What to change	Who to ask
All sections	Terms and contacts. Use the job titles, date formats and phone numbers your teams use, and list the local contacts for each site.	Your operations team
The first hour, Contact list	Emergency number. 112 reaches police, ambulance and fire brigade free of charge everywhere in the EU. Some countries also keep their own numbers, so add the one your staff know.	Your site managers
The first hour	Staff safety. Check that the plan matches your arrangements for first aid, fire-fighting and evacuation, and the people named to carry them out. Each country sets the detail in its own law.	Your health and safety adviser
Communications	Personal data. If an incident affects personal data, check whether you must tell your data protection authority without undue delay and where feasible, within 72 hours of becoming aware of the breach, and whether you must tell the people affected. Changes have been proposed, so check the current position.	Your data protection officer or adviser
Special cases	In a critical sector such as energy, transport or health, check whether NIS2 applies to you; it usually covers medium-sized and larger organisations. Critical entities named by their country and financial firms (DORA) have their own rules.	Your legal or regulatory advisers

United States	What to change	Who to ask
All sections	Style and contacts. Use US spelling, job titles and date formats, and list the local contacts for each site.	Your operations team
The first hour, Contact list	Emergency number. Call 911 in an emergency. Put it on the first hour checklist and the contact list.	Your site managers
The first hour	Staff safety. Check whether an OSHA standard requires you to have an emergency action plan. If it does, it covers set points including reporting emergencies, evacuation and accounting for staff; with 10 or fewer employees you may tell staff the plan instead of writing it down.	OSHA, or your state's own safety plan
Communications	Data breaches. Every state has its own law on telling people when their personal information is exposed. Check which state laws apply to you and what each one requires.	Your legal adviser
Special cases	Public companies, banks and healthcare organisations covered by HIPAA have their own rules on reporting incidents to the SEC or their regulator, or on contingency planning, depending on the organisation. Check which apply to you and their deadlines.	Your legal or regulatory advisers

Sources: the statements above were taken from official pages read on 4 October 2026. The pages are listed at policysight.com/templates/business-continuity-plan. Version 1.0, next review April 2027.

This guide is a starting point, not legal or regulatory advice, and PolicySight Ltd is not a law firm. It is a list of things to check. It is not complete and law changes. Have your own advisers confirm what applies to you before you rely on it.