



USER MANUAL

POLICY CENTER

Policy Center

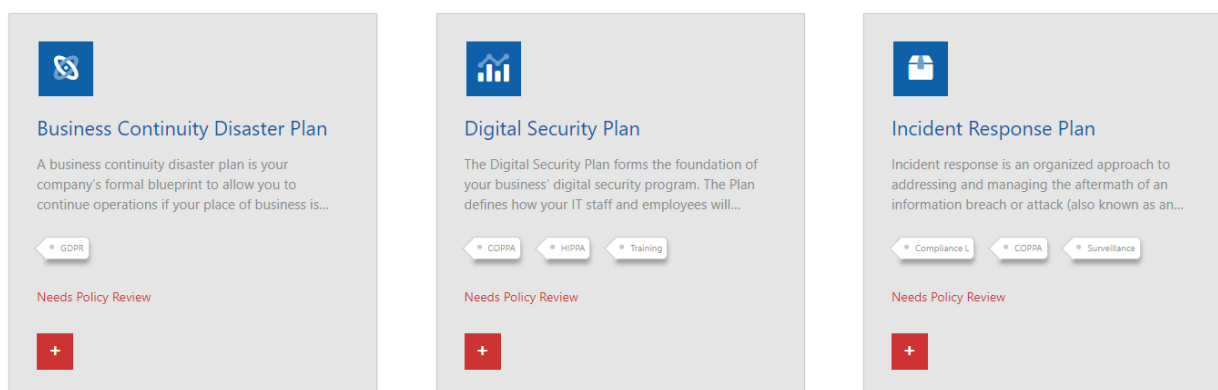
A policy is a set of rules or guidelines for organizations and employees to follow to achieve a specific goal, such as standardization, risk management, or compliance. Effective policies define organizational standards, processes, and requirements.

uRISQ is designed to help businesses develop policies and plans by offering templates and best practices and friendly reminders to review your policies and plan at least annually.

Resource Library

The Resource Library provides access to all the policy and plan templates available. To access Policy Center:

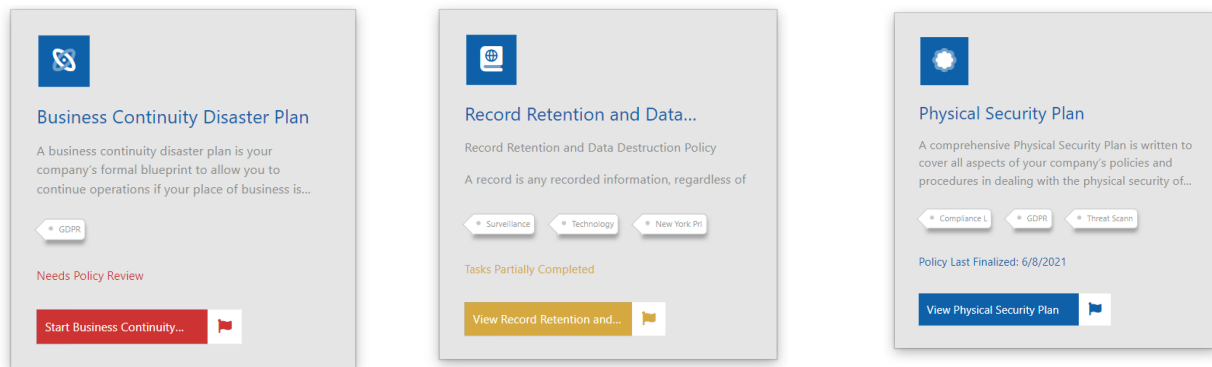
1. Log into <https://urisq.net>
2. Click on Policy Center in the left navigation
3. Click on the policy or plan you wish to utilize



Understanding the Resource Library

It is best practice to review policies at least once a year or when there have been significant changes to your policy. The resource library is color coded to help you identify what policies or plans you need to work on.

1. Red – Needs review: Policies that have never been reviewed, are expired, or are due to expire will display in red with the message Needs Policy Review.
2. Yellow – Partial complete: Policies with incomplete tasks will display yellow along with the message Tasks Partially Completed.
3. Blue – Policy is finalized: Policies that have been finalized in the last 12 months and have no open tasks will display blue along with a message displaying the last finalized date.



Creating a Policy or Plan

When you are ready to create a policy or plan:

1. Click on Policy Center
2. Click on the policy or plan you wish to utilize
3. Go to the Download Template box in the upper right side and click Download Template button
4. You will be asked if you would like to Download Only or Download and Generate Tasks. For the first time, Click Generate Tasks. You will use the Download Only button if you do not want task generated and you only want to download the template file.

Business Continuity Disaster Plan

GDPR

Security

Important Notice
THIS TEMPLATE IS FOR GUIDANCE AND INFORMATIONAL PURPOSES ONLY. All text in italics and/or brackets, in the downloadable template, is intended as additional information and should be updated in your final version. It is important that you have your final policies reviewed by a competent attorney prior to utilizing and/or publishing to protect your interests.

Introduction

A business continuity disaster plan is your company's formal blueprint to allow you to continue operations if your place of business is affected by different levels of disaster. These can be localized short-term disasters, to days long building wide problems, to a permanent loss of your offices.

Why do you need this policy?

The purpose of our BCDP is to ensure our continued operations and mission essential functions during a disaster event that may affect our staff, our office facility or our region. The BCDP allows our staff to swiftly assess and facilitate recovery from the impact of a disaster. It outlines the hazard triggers, identifies procedures, and provides a concept of operations to reduce the impact of the emergency event and allow our company to recover and return to normal operations as quickly as possible.

Business Continuity Disaster Plan Best Practices

Deactivation

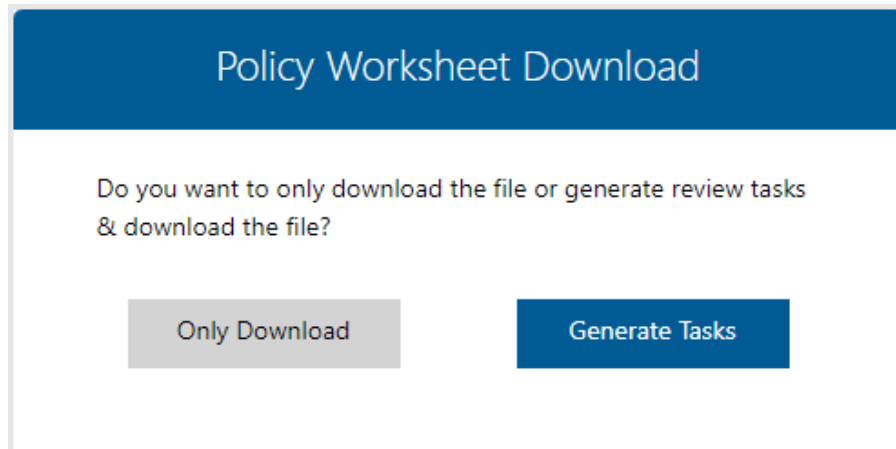
Download Template

Click the button below to download your sample template.

Download Template

Policy Review Tasks

Notes and Compliance Log



Policy Worksheet Download

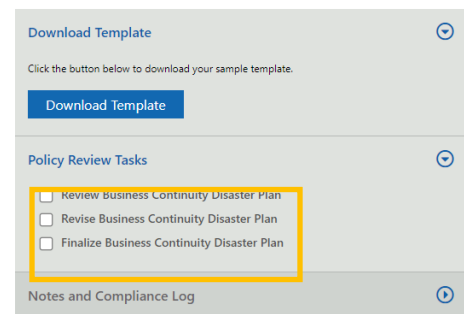
Do you want to only download the file or generate review tasks & download the file?

Only Download Generate Tasks

Tasks

Generated tasks help you track your compliance activity as it pertains to the development and maintenance of your policy or plan. When generating tasks, three tasks are generated for you:

1. Review
2. Revise
3. Finalize



Download Template

Click the button below to download your sample template.

Download Template

Policy Review Tasks

- ☐ Review Business Continuity Disaster Plan
- ☐ Revise Business Continuity Disaster Plan
- ☐ Finalize Business Continuity Disaster Plan

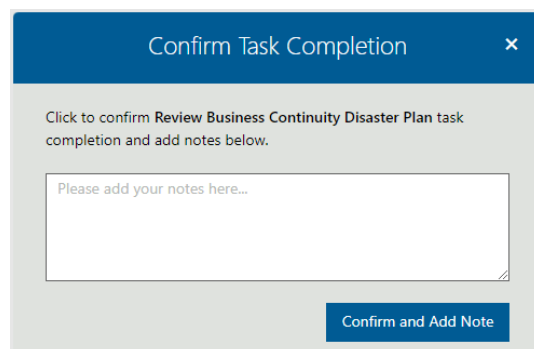
Notes and Compliance Log

Tasks will appear in the Policy Review Tasks on the right column of every Policy/Plan page.

Completing Tasks

It is important to generate tasks and complete each task to document your compliance activities. To complete a task:

1. Select the respective policy or plan
2. Open the Policy Review Tasks section
3. Click on the task checkbox (You must complete Review before Revise and Revise before Finalize)
4. A Confirm Task Completion window will appear. Enter in a Note (required)
5. Click Confirm and Add Note



Confirm Task Completion ×

Click to confirm Review Business Continuity Disaster Plan task completion and add notes below.

Please add your notes here...

Confirm and Add Note

Notes and Compliance Log

Email notifications, downloads, task generation, task completion and notes are logged and are available in the Notes and Compliance Log box, located under the Policy Review Tasks box on the right side column on each policy/plan page.

Policy Review Tasks

Notes and Compliance Log

Please add your notes here...

Add Note

3/25/2022

Task Completed by user [Wheeler@Wheeler.com](#)

Revise

Notes Added

No revision is needed.

3/25/2022

Task Completed by user [Wheeler@Wheeler.com](#)

Finalize

Notes Added

Finalized by [Wheeler@Wheeler.com](#)

3/25/2022

Task Completed by user [Wheeler@Wheeler.com](#)

Review

Notes Added

Completed by [Wheeler@Wheeler.com](#)