



BUSINESS CONTINGENCY PLANNING & RECOVERY:

Are You Prepared?



An unexpected event can have a dramatic impact on your business's financial health, production, and public image. Below is a checklist of items to consider when creating a Business Contingency & Recovery Plan. Will you be prepared when disaster strikes?

WHAT IS BUSINESS CONTINGENCY PLANNING?

Business Contingency Planning involves identifying any disaster that may interrupt your business operations and preparing a recovery plan. These include large-scale events like natural disasters to small events like a power outage or loss of key personnel.

BUSINESS CONTINGENCY PLANNING & RECOVERY CHECKLIST

Identify potential issues and solutions

- List natural and man-made events that may disrupt your business. These include earthquakes, floods, hurricanes, fire, terrorism, civil unrest, technology failure, power loss, theft, etc.
- Appoint Individuals as Plan Coordinators for their respective departments.
- Identify temporary and back-up facilities where Plan Coordinators and other key personnel can assemble.
- Ensure key documents are saved, printed, and stored offsite. These include contracts, software, leases, insurance policies, financial statements, contact information, asset lists, facility drawings, etc.

Develop an action plan

- Create a procedure to be followed for possible events listed. Create evacuation plan, practice facility shutdown, and train employees on all steps.
- Develop a recovery action step procedure and communicate to all employees. Determine a primary crisis manager and assign employees to recovery roles, including assessing remaining hazards, maintaining safety, and recording the damage.

- Prepare for expedited financial decision making. Plan for emergency payroll and review insurance coverage for all possible disasters.
- Create a site map containing appropriate information relating to the building: utility shutoffs, water lines, gas lines, drains/sewers, hazardous materials, electrical cutoffs, alarms, fire suppression systems, high value items, exits, stairways, etc.
- Establish relationships with at least two vendors that can provide critical goods and services to support your business. Single source vendors of equipment, materials, goods, and services should be avoided.

Communicate plan with your employees

- Create an employee phone tree, ensure plan has multiple communication methods (text, email, cell phone, etc.) and is stored offsite.
- Train all employees on disaster preparation and emergency action plan procedures. Walk-through drills, full-scale exercises, etc.
- Communicate recovery plan to ensure protection of any undamaged parts of the facility or operations. Restore fire sprinkler, restore power, protect goods, protect equipment, etc.



Test your business contingency plan! Test on annual basis, conduct a post-test review, and communicate changes in plan to all employees. Remember, Arbella Loss Control is here to help!