

Is Your Business Prepared for a Disaster?

Disaster Preparedness – The Cost of Doing Business

In [last month's newsletter](#) Be Ready Business provided an overview of **FREE** services that it provides including ongoing seminars and workshop opportunities as well as informative links and tools for those seeking to build disaster resiliency for businesses. This month we will begin to explore the [12 Points of Business Continuity Planning](#). As I visit with businesses statewide the common questions are; how do I start to build business disaster resiliency? And; how does a business plan for the unexpected? Let's start with the following 2 points. Please follow the links for additional information.

1. [Creating a Planning Team/Continuity of Authority](#)

Gather the experts from the different areas of your operation. Use their individually unique perspectives and responsibilities to build your continuity plan. Creating a chain of command with continuity of authority maintains leadership during any type of operational interruption.

2. [Identify Risks and Hazards](#)

Recognize the risks and hazards unique to your location, your operations, and your business needs. Which assets will be at risk by those hazards? What would be the impact on those assets? Identify and mitigate those hazards.

It would be my privilege to come and visit with your business and support you in building and maintaining disaster continuity. Looking forward to visiting with you and your team.

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[Utah Division of Emergency Management](#)



Utah Division of Emergency Management • Be Ready Business 12-Point Program to Business Continuity Planning

#1 Create a Planning Team / Continuity of Authority

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#2 Identify Risks and Hazards

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#3 Determine Essential Business Functions

What needs to get up and running first? Your bottom line could depend on the speed of getting back to normal. Identify your most essential business functions to determine what, and where, gets priority preparedness attention.

#4 Rate Your Vulnerabilities

Which risks and hazards are you most vulnerable to? Flood? Fire? Earthquake? Human error? Data loss? Cybersecurity? Identify impacts and build a plan to deal with those hazards.

#5 Communications

Identify your audiences and build messages for each that are ready to quickly implement on multiple platforms. Customers, employees, and vendors, all need to hear from you quickly, and accurately, however you can reach them.

#6 Vital Records

Recognize the types of records that are vital to the survival of your business. Build a plan that protects them so that you can provide documents or records upon request.

#7 Identify Internal Resources & Capabilities

Poll your organization for any resources and skills that can be utilized for emergency response and recovery. Identify those available now and those you need to build.

#8 Workplace Evacuation & Sheltering Plans

Training employees for an active shooter or fire evacuation prepares them to respond without confusion during an actual emergency. Who will assist customers out of your building? Where should they go, what should they take and how long should they plan to stay away – or is it safer to shelter in place?

#9 Insurance Coverage

Businesses pay insurance premiums expecting the coverage will cover losses, yet fewer than 5% of Utah businesses carry earthquake insurance. Review your policies with your provider and identify alternate types of insurance to cover possible gaps.

#10 Cyber Security Measures

Every business relies on computers and the Internet, making this man-made hazard one of the likeliest, and largest, threats your company will ever face. Educate your employees to safe, smart use, and harden systems against attacks.

#11 Data Protection / Storage / Recovery

Data loss can cause huge business interruptions. Human error, power failure, a fire at your site, all could affect your data storage. What should you do to protect, store, and recover, vital records?

#12 Workplace Emergency Supplies Cache

Is your workplace prepared with enough supplies to sustain occupants for 12 hours or longer? Food and water, additional medications, and means to stay warm, are all supplies to consider placing in your cache.

Call for FREE Business Continuity Training
or to find the Private Sector Preparedness Council meeting near you
801-538-3400

