



12 Points of Business Continuity Planning

#1 Create a Planning Team / Continuity of Authority: Gather the experts from the key areas of your operation. Use their unique perspectives to build your continuity plan. Creating a chain of command with continuity of authority maintains leadership during any type of operational disruption.

#2 Identify Risks and Hazards/ Rate Vulnerabilities: Recognize the risks and hazards unique to your location, your operations, and your business needs. Which assets will be at risk by those hazards? Rate your vulnerabilities and which will cause the most impact. Flood? Fire? Earthquake? Human error? Data loss? Cybersecurity? Active Threat? Use www.ReadyRating.org to identify risks and hazards.

#3 Determine Essential Business Functions: Prioritize internal resources & capabilities by determining 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 gets priority preparedness attention.

#4 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.

#5 Employee Training: A trained workforce may help save lives. First aid, basic life support, Stop the Bleed, disaster psychology, CERT, online NIMS and ICS courses (<https://training.fema.gov/is/>), and disaster plan exercises are recommended.

#6 Active Threats Protocols & Issues: Run, Hide, Fight! Adopt best practices for active threat incidents. Train and practice with your local law enforcement.

#7 Vital Records Protection: Ensure appropriate data protection and storage and recovery policies and procedures are in place. Recognize the types of records that are vital to the survival of your business. What system do you need to protect, store, and recover vital records?

#8 Workplace Evacuation, Reunification & Sheltering: Training employees for an active shooter incident 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 agent and identify alternate types of insurance to cover possible gaps.

#10 Cybersecurity 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 on safe Internet use and how to harden systems against attacks.

#11 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.

#12 Business Supply Chain Resilience: A supply chain is a network of entities that specialize in raw materials, suppliers, manufacturing, distribution, and customers. Gain an understanding of your supply chain and plan for alternatives through familiarizing yourself with this network.

✓ Make a Plan ✓ Get a Kit ✓ Be Informed ✓ Get Involved
For more preparedness information: BeReadyUtah.gov

