



12-Point Program to Business Continuity Planning

#1 Create 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.

#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 the ones available now and the ones 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 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 to safe 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 (801) 538-3400
to schedule free Business Continuity Planning training or to find the Private Sector Preparedness Council meeting near you