



14 Points of Business Continuity Planning

Additional details, templates, and resources can be found on BeReadyUtah.gov.
Learn about each detail in the Online Business Continuity Planning (BCP) Course.

- 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 of your workplace and operations. Which assets are threatened by those hazards? Rate your vulnerabilities: Which hazard will cause the most impact? Natural disasters? Human error? Data loss? Cybersecurity? Active Threat? Biological and chemical hazards? Pandemic? Use www.ReadyRating.org to identify risks and hazards.
- 3. Determine Essential Business Functions:** Prioritize internal resources and capabilities by determining what needs to get up and running first. Your bottom-line could depend on the speed of returning to normal. Identify your most essential business functions to set preparedness priorities.
- 4. Family First / Preparedness at Home:** What happens at the home-front has a direct impact on your employees' ability to come to work and continue operations when disaster hits. Once an employee is confident their family needs are met, then that employee will be able to continue functioning at the workplace. Plan ways to promote family preparedness before disasters and support family communication during disasters.
- 5. 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 by familiarizing yourself with this network. Promote resilience by sharing with your supply chain what you're learning.
- 6. Communications:** Identify your audiences and build messages for each that are ready to quickly disseminate on multiple platforms. Customers, employees, and vendors all need to hear from you quickly and accurately.
- 7. Financial Planning and Insurance Coverage:** How will you address all financial and insurance needs before and after a disaster? Safeguard your finances. Know your insurance gaps and limitations and discover alternate types of insurances to cover those gaps.
- 8. Threats Protocols and Issues:** Plan to respond to any identified threat by discovering issues and determining protocols. Adopt best practices like Run, Hide, Fight for active shooter incidents or social isolation for pandemic incidents.
- 9. Workplace Evacuation, Reunification, Sheltering:** Training employees for an active shooter incident, fire evacuation, hazardous materials release, or pandemic prepares them to respond without confusion during an actual emergency. Who will assist customers out of your building? Where should you go, what should you take, and how long should you plan to stay away – or is it safer to shelter in place?
- 10. Workplace Emergency Supplies Cache:** Is your workplace prepared with enough supplies to sustain occupants for 12 hours or longer? Food, water, OTC medications, first aid materials, and means to stay warm are all supplies to consider placing in your cache. Workplaces may also act as a medication distribution hub for employees.
- 11. Vital Records Protection:** Ensure appropriate data protection, storage and recovery policies/procedures are in place. Identify the types of records that are vital to the survival of your business. What systems do you need to protect, store, and recover vital records?
- 12. Cybersecurity Measures:** Every business relies on computers and the Internet, making this human-caused hazard one of the likeliest and largest threats your company faces. Educate your employees on safe Internet use and harden your systems against attacks.
- 13. Employee Training:** A trained workforce may help save lives. Training topics may come from the list of hazards and tasks identified in earlier steps. First aid, basic life support, Stop the Bleed, disaster psychology, CERT, on-line NIMS and ICS courses (<https://training.fema.gov/is/>), and disaster plan drills and exercises are recommended.
- 14. Neighbors Helping Neighbors / Thinking Beyond Your Borders:** Think beyond the walls of your workplace and connect with your neighbors. Integrate your neighbors' hazards that may impact your workplace into your plan, encourage them to make a BCP, and discover ways you may be able to support each other in a time of need. Plan ways your workplace could support municipal disaster preparedness, response, and recovery efforts. It takes the whole community to be resilient.

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

