



Need a New Year's resolution idea?

Try this! – Practice the steps necessary for disaster preparedness by working with [Be Ready Business](#) (BRB) free of charge. Use BRB's tools, tips and resources to help you plan and exercise your plan within your community, workplace or organization!

This year's Resolve to be Ready Campaign encourages businesses to prepare throughout the year for winter, spring, summer and fall hazards. The campaign provides tools and information that people can use at work, in your community and your home.

Download the [12 Points of Business Continuity Planning](#) to ensure preparedness all year long. Other items in this year's campaign are:

- Create, Revise and Exercise Your Disaster Preparedness Plan

- Have a disaster preparedness plan on hand. Resolve to dust it off, update it, and then exercise it.
- Natural & man-made disasters and other operational disruptions reminded us that we always have to be prepared for the unexpected.
- Having everyone ready to go when disaster strikes needs to be one of your disaster preparedness resolution of the year.

- Write and Exercise a Continuity of Operations Plan (COOP)

- You also need a COOP (Continuity of Operations Plan) on file. While the disaster preparedness plan covers how everyone in the company will react in case of a disaster, a COOP is all about how the company will function after the disaster is over.
- Don't assume that everyone can just return to work. What if the building is completely gone or completely underwater? A COOP takes those kinds of events into account.
- In addition to writing, revising, and exercising your disaster preparedness plan, you need to do the same with your COOP. Exercise this plan at least once a year, if not more.

- Backup Company Data (Offsite)

- Your company data is irreplaceable. You lose it, and you may just lose your company.
- Part of your disaster preparedness and COOP planning should include you backing up all that valuable data onto an offsite server.
- Find an Internet service provider that does data hosting, and set up your backup server.



Make your business readiness New Year's Resolution with the free support from [Be Ready Business](#).

Please contact us at lsisam@utah.gov, beredybusiness.org, or 385-222-5350