

Business Continuity Planning – Staying Safe From the Storm

Here are some critical pieces to include in your business continuity/disaster recovery plan:

Alternative operational locations.

Determine if and where you have alternative locations for operations, including the option for telecommuting.

Backup site.

Designate a backup site for data, emergency equipment and supplies, unique forms that your business uses, and first-aid necessities.

Safeguard your property.

Company assets must be properly secured in case the business needs to be evacuated.

Contact information.

Do you have current and multiple contact information (e.g., home and cell phone numbers) for all employees and other critical stakeholders and businesses?

Communications.

Evaluate and document your multiple and reliable methods of communication with your employees.

Employee preparation.

Employees should be aware of the continuity plan and how it affects them and their families. Regular drills should be conducted. Employees should know where to go and what the evacuation process is.

Customer preparation.

Make sure your customers are aware of your plan and know who to contact and how to continue to do business with you.

Cash management.

Be prepared to meet emergency cash-flow needs during the interruption.

Post-disaster recovery procedures.

Learn from the process and evaluate what went well and what could have been done differently.



A devastating tornado sweeps through a city during the afternoon hours of a workweek. An emergency weather notification system alerts employees working nearby to evacuate to safety but the storm hits and takes out communications and parts of building facilities.

If the above scenario were to happen at your organization, do you know how your business would recover? A business continuity plan is a documented plan for how the organization will maintain, recover, or restore critical functions after a disaster (i.e. tornado, flood, fire, terror attack) or other extended disruption (i.e. pandemic flu, intruder, civil unrest).

What is in your
disaster recovery
plan?

Additional points to address in a business continuity/disaster recovery plan include:

- Designation of an organization spokesperson to work with the media.
- Identification of a person responsible for notifying relatives of injured employees.
- Deployment of Employee Assistance Program (EAP) services for employees.
- Establishment of procedures and methods involved in restoring operations.
- Implementation of procedures to keep employees informed about payroll, benefits, and organizational continuity.
- Notification of customers and suppliers.

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Employees from all departments should take part in emergency planning

In planning for recovery from a disaster, an organization needs to develop a team of individuals representing a cross-section of departments to ensure all aspects of the business, including human impact, property and environmental, are considered.

The plan also needs to identify internal and external resources available to the organization.

A little planning goes a long way. Need help with your business continuity plan? MRA's [HR Business Partners](#) can help you!

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