

Business Continuity Checklist

Business continuity is about having a plan to keep an organization functioning with as little disruption as possible in the face of a potential crisis. Here are seven boxes to check when considering your business continuity for your organization.

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225-751-4444



✓ Create a continuity team

A well-designed Business Continuity Plan has a dedicated team to execute it at a moment's notice. Teams should be built with hierarchy in mind, with specific roles and recovery tasks assigned to staff members. This team is accountable for communicating instructions internally during times of crisis.

✓ Have a business continuity plan

A comprehensive plan that outlines what to do when faced with various incidents to keep business and personnel protected. It usually covers procedures, processes, assets, human resources, team roles, etc.

✓ Run a Business Impact Analysis (BIA)

Identify all threats potential threats so they can be analyzed. BIA helps determine the individual financial impacts of different business operations and identify the most critical functions that you need to protect and restore.

✓ Educate & Train your employees

Cross-train and identify alternative sources, especially for critical business functions to the organization. Educate your team to know the key components of the BC plan and consider a training program to develop those skills.

✓ Protect sensitive info

Prioritize data that is important to the continuity of your company. Keep login credentials, financial records, and other critical data somewhere that permits quick and convenient access during recovery.

✓ Back up essential data

Follow the 3-2-1 rule for peace of mind that important files are safe no matter what happens to your physical office or online presence.

3-2-1 rule

3 copies on two different mediums, with one stored offsite.

✓ Test. Test. Test.

The best way to discover any gaps or flaws is to test the plan in hypothetical scenarios. Testing also determines how well the business continuity team can manage various disaster situations. You have the opportunity to correct weaknesses before the BCP is used in a real disaster.

Discover how Turn Key Solutions can help you with your business continuity strategy.



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