



Business Continuity Checklist

1. Develop a business / continuity disaster recovery plan

- Establish a disaster-recovery team of employees who know your business best, and assign responsibilities for specific tasks.
- Identify your risks (kinds of disasters you're most likely to experience).
- Prioritize critical business functions and how quickly these must be recovered.
- Establish a disaster recovery location where employees may work off-site and access critical back-up systems, records, and supplies.
- Obtain temporary housing for key employees, their families, and pets.
- Update and test your plan at least annually.

2. Alternative operational locations.

Determine which alternatives are available. For example:

- A satellite or branch office of your business.
- The office of a business partner or even an employee.
- Home or hotel.

3. Backup site.

Equip your backup operations site with critical equipment, data files, and supplies:

- Power generators.
- Computers and software.
- Critical computer data files (payroll, accounts payable and receivable, customer orders, inventory).
- Phones/radios/TVs.
- Equipment and spare parts.
- Vehicles, boats, and spare parts.
- Digital cameras.
- Common supplies.
- Supplies unique to your business (order forms, contracts, etc).
- Basic first aid/sanitary supplies, potable water and food.

4. Safeguard your property.

Is your property prepared to survive a hurricane or other disaster:

- Your building?
- Your equipment?
- Your computer systems?
- Your company vehicles?
- Your company records?
- Your company assets?

5. Contact information.

Do you have current and multiple contact information (e.g., home and cell phone numbers, personal email addresses) for:

- Employees?
- Key customers?
- Important vendors, suppliers, business partners?

- Insurance companies?

Call **717.925.3270** or email patty@turboexecs.com
for more information.



- Is contact information accessible electronically for fast access by all employees?

6. Communications.

Do you have access to multiple and reliable methods of communicating with your employees:

- Emergency toll-free hotline?
- Website?
- Cell phones?
- Satellite phones?
- Pagers?
- Two-way radios?
- Internet?
- Email?

7. Employee preparation.

Make sure your employees know:

- Company emergency plan.
- Where they should relocate to work.
- How to use and have access to reliable methods of communications, such as satellite/cell phones, e-mail, voicemail, Internet, and text messages.
- How they will be notified to return to work.
- Benefits of direct deposit of payroll and subscribe to direct deposit.
- Emergency company housing options available for them and their family.

8. Customer preparation.

Make sure your key customers know:

- Your emergency contact information for sales and service support (publish on your website).
- Your backup business or store locations (publish on your website).
- What to expect from your company in the event of a prolonged disaster displacement.
- Alternate methods for placing orders.
- Alternate methods for sending invoice payments in the event of mail disruption.

9. Evacuation order.

When a mandatory evacuation is issued, be prepared to grab and leave with critical office records and equipment:

- Company business continuity / disaster recovery plan and checklist.
- Insurance policies and company contracts.
- Company checks, plus a list of all bank accounts, credit cards, ATM cards.
- Employee payroll and contact information.
- Desktop/laptop computers.
- Customer records, including orders in progress.

- Photographs/digital images of your business property.
- Post disaster contact information inside your business to alert emergency workers how to reach you.
- Secure your building and property.

10. Cash management.

Be prepared to meet emergency cash flow needs:

- Take your checkbook and credit cards in the event of an evacuation.
- Keep enough cash on hand to handle immediate needs.
- Use Internet banking services to monitor account activity, manage cash flow, initiate wires, pay bills.
- Issue corporate cards to essential personnel to cover emergency business expenses.
- Reduce dependency on paper checks and postal service to send and receive payments (consider using electronic payment and remote deposit banking services).

11. Post-disaster recovery procedures

- Consider how your post disaster business may differ from today.
- Plan whom you will want to contact and when.
- Assign specific tasks to responsible employees.
- Track progress and effectiveness.
- Document lessons learned and best practices.