

## TEST PLAN

Test and evaluate your plan under normal circumstances. Create different types of exercises (test employees on material, do a tabletop scenarios, etc.). Evaluate the exercises to determine deficiencies that need to be corrected. Remember that situations change so it is important to keep the plan updated.

## CRITIQUE & DEBRIEF

If your business does experience a real incident, as soon after as possible, debrief those concerned and find out what worked and what did not. Update the plan.

## BUSINESS CONTINUITY PLAN

[http://cms.walsall.gov.uk/index/business\\_continuity\\_plan\\_template\\_guide.htm](http://cms.walsall.gov.uk/index/business_continuity_plan_template_guide.htm)



Workshop to be held

April 24, 2012

10:30 am—1:00 pm

Albemarle Commission Office

512 S. Church Street

Hertford, NC

Lunch will be provided

Please send RSVP to:

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ALBEMARLE COMMISSION



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# Business Continuity Planning



# Be Prepared!

Why prepare for a disaster that might not happen? Here in eastern NC flooding, hurricanes, Nor' Easters, and tornados have devastated businesses. As recent as 2010, Hurricane Irene wrecked havoc. What happened to those businesses that were not prepared? 1) Some never reopened; 2) Customers deserted—business lost and 3) Some lost data, goods and materials.

While all losses are not preventable, some are—if you have a plan. And some larger companies are asking suppliers about their business continuity plan. The following are the steps in writing a business continuity plan:

## GET ORGANIZED

Get organized. Identify any regulations that establish minimum requirements for your business. The goal is to: 1)protect anyone who comes to your place of business—including those with disabilities.; 2)maintain customer service by minimizing disruptions to operations; 3)protect facilities, physical assets, and electronic information; 4)prevent environmental contamination; and 5)protect your brand, image and reputation.

## PLAN

Gather information about the hazards (internal and external) and assess your business's risk. Conduct a business impact analysis. Examine ways to prevent hazards and reduce risks.

## IMPLEMENT

Write a plan that addresses: resources, response, communication, business continuity, IT, employee assistance, incident management and training.

