7 Things Your Company Needs to Know for Your Business Continuity Plan
(to Survive the Worst Disasters)

What is a Business Continuity Plan?

Your Business Continuity Plan (BCP) is your company's life line in the event of a major disaster, such as a fire, flood, major infrastructure issue, supply chain interruption, or any other event that would drastically interrupt the course of business.

1) Plan for the Worst

Imagine a total facility loss. Think of each and every employee and their responsibilities and needs. When planning your BCP, list out all of these core responsibilities and then break them down into details.

2) Expect Anything

Your BCP shouldn't just cover natural disasters. Think of other issues that could cause major interruptions in business; key employees getting sick or leaving the company, supply chain issues, theft, power outages, and server outages should be considered.

3) Clear and Thorough Documentation

Identify key internal staff and their backups with contact info. Collect contact information for external contacts as well, such as contractors, vendors, and key clients. You will also want to document critical equipment, warranties, software licenses, and identify critical documents, databases, and accounts.

4) Plan a Contingency Location, and Consider Telecommuting

In some cases, you might need to relocate your staff temporarily. Plan two alternatives, and list the equipment you'll need. Consider telecommuting as well; identify employees who could work from home.

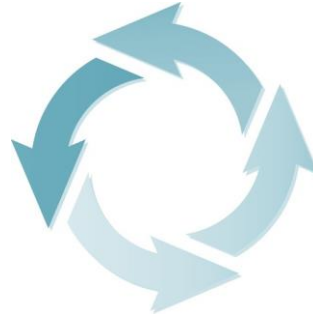## 5) Regular, Up-To-Date, Tested Offsite Data Backup

Storing your backed up data securely offsite eliminates the risk of data loss in the event of a disaster. Equip your business with an automated backup solution that includes offsite storage and test your backups often. 93% of businesses that suffer a major data loss file for bankruptcy within a year.

6) Store Multiple Copies of Your Business Continuity Plan

Store hard copies of your BCP on location, at home, and in a safety deposit box, and distribute to your key employees.

7) Test, Test, Test!

Be sure to regularly test and update your plan as your business changes!

SERVICES

- Managed IT
- Data Backup & Disaster Recovery
- Virtualization
- Cloud Hosting
- Telecommunication Services

ASK YOURSELF

Can current backup solution...

- Back up all of your company's data every 15 minutes?
- Archive multiple versions of each file?
- Restore individual files almost instantly?
- Store all of your data offsite?
- Back up multiple servers at once?
- Act as your server in the event of a server outage?
- Reduce the recovery time of a server outage by rapidly redeploying your data?
- Be tested quickly and easily on a moment's notice?

Want to learn more? Reach out today and ask us about our Data Backup & Disaster Recovery solution and how it ties in with your Business Continuity Plan!

Get Proactive! Call Us TODAY!