



Does my Company need a Business Continuity Plan?

If you can answer “Yes” to the following 10 questions then you already have a good foundation for a Business Continuity Plan in place. If you answer “No” to one or more questions then your business may be vulnerable to downtime caused by a disruption.

- _____ 1. If an emergency were to occur off-hours do you have quick access to a list of your key personnel’s phone numbers, and can you quickly get a message out to all staff?
- _____ 2. If the electricity, phone lines, or internet lines go down for a few hours or even a full day, could your company conduct near normal operations?
- _____ 3. If a crisis occurred that placed your business in the spotlight and the media calls or shows up at your front door, do you know what to say or who the spokesperson will be for the company?
- _____ 4. If a key employee were lost to a sudden, tragic death would your company quickly fill their responsibilities and knowledge with someone else of near equal capacity?
- _____ 5. If a fire broke out in your office building would you and the other staff know what to do and where/how to evacuate?
- _____ 6. If a major chemical spill or accident shut down all traffic to your office from 6 AM to 6 PM, would your business and employees be able to function somewhere else for that day?
- _____ 7. If 30% - 50% of your staff was out of the office either sick or caring for sick family members for three to six weeks during a pandemic flu episode, could your company still conduct near normal operations?
- _____ 8. If one of your key vendors or suppliers suddenly became unavailable and could no longer provide you with your critical goods or services, would you be able to quickly switch to an alternate provider?
- _____ 9. Do you know where you, your other employees, and your business owners will evacuate to during the next major hurricane to threaten the Charleston region, and will you be able to conduct business from that location long-term?
- _____ 10. If a hard drive on your business computer/laptop or your company’s main server crashes and loses data, do you know how long before your computer or the server will work again and how much data may be permanently lost?

A good Business Continuity Plan accomplishes four main objectives. It helps protect your:

- *People* (employees, vendors, customers)
- *Place* (office, plant, remote branches)
- *Property* (assets, equipment, computers, data, intellectual)
- *Processes* (critical business processes)

A comprehensive Business Continuity Plan will allow you to answer “YES” to all of the above questions. Contact Atlantic Business Continuity Services at (843) 873-9200 or abcs@kfrservices.com for more information about our plan development services to help protect your business.