

ARE YOU PREPARED FOR A DISASTER?

By: ALICIA BROCKLAND, CPA, ABV



While the big disasters such as earthquakes and floods make the headlines, smaller disasters such as pipe bursts and extended power outages can be just as damaging to a business. Of course the safety of employees is the first priority; but once that is secured, do you have a plan to keep your business running in case of an emergency, big or small? Actions to consider include:

- Designating a primary (and a back-up) emergency manager
- Developing a plan to communicate with employees and with clients
- Determining what the critical business functions are and developing a plan to restore these functions quickly
- Determining whether an alternate location to set up shop will be necessary and if so, designating that location
- Determining the source for back-up technical equipment such as computers, servers and phones
- Developing a plan for restoring critical data from an off-site back-up location
- Establishing a plan for emergency payroll
- Reviewing insurance coverages to ensure they are adequate

This list just scratches the surface of potential considerations.

Although it may be unpleasant to think about “what if” scenarios, it is important to have a business continuity plan in place to protect the business you have worked hard to build.