



Free Report: How to Create a Business Interruption Plan by HardSoft Systems

If you could not get into your business for several days what would you do?



How to Create a Business Interruption Plan

Sometimes the business is interrupted by a situation near, but not at, the business. The nearby road(s) leading to the business are impassable but the business itself is not damaged. There could be an interruption due to a gas leak, flooding, fire or massive snow storm. The place of business itself is damaged or destroyed.

There are some broad steps we can take to mitigate a large number of these situations;

- Have an up to date personal contact list that is updated every 6 months to ensure you can reach staff and give them instructions in case of an issue.
- Make sure all of the plan information is shared with staff so that in the event of an issue, they will be able to take the appropriate action.
- Have an offsite data backup strategy.
- Have an IT support company that provides office space, computers, server, phones, internet access etc as a 'hot site' in case your business suffers a catastrophic incident.
- Enable some or all your staff to work by remote to ensure they are able to do their jobs should they not be able to get to the facility for some reason.
- Know who provides your telephone services and the 24 hour service numbers and keep that information on hand (maybe with the staff contact list above) so you can re-direct your phones if required.
- Have your computer infrastructure audited by qualified personnel to identify weak areas prone to interruption due to extreme events. E.g. Internet equipment not protected by a UPS, a Server with a UPS but no monitoring software, etc. Call HardSoft Systems @ 1-800-263-8433 FREE to schedule an audit.

Summary: There are many factors that can interrupt the business that are out of our control but we must deal with effectively. Having a business interruption plan allows business owners to have the confidence to react quickly and to keep their employees working and their customers happy— **see the case study Frozen Out of the Workplace.**

Contact HSL today and we can discuss a business interruption plan with you. Email us at info@hardsoft.ca or call 1 800 263 8433