

CHECKLIST | BUSINESS CONTINUITY PLANNING FOR WILDFIRES

Presented by Atlas Insurance Agency, Inc.

A business continuity plan is an essential tool that outlines how businesses can restore critical operations during an unplanned disruption in service. Businesses that don't have a comprehensive business continuity plan are at risk of reduced productivity, financial loss, reputational damage and business failure. When creating your business's continuity plan, it's important to identify the most serious threats to your business by focusing on the most likely disruptions and their potential impact. As wildfires become more common, you should assess the risk they pose to your business and plan accordingly.

Use this checklist to create a business continuity plan for your business in the event of a wildfire:

RISKS	
Identify the likelihood of a wildfire threatening your business.	<input type="checkbox"/>
Develop and document a plan for wildfire threats.	<input type="checkbox"/>

OPERATIONS	
Identify which business functions and processes are critical to the survival of your business, such as manufacturing, customer service and accounting.	<input type="checkbox"/>
Rank your business functions from high to low priority.	<input type="checkbox"/>
Provide training to employees regarding functions they don't normally complete but may need to in the event of a wildfire.	<input type="checkbox"/>

EMPLOYEES	
Collect employee contact information and update it every six months.	<input type="checkbox"/>
Assign key responsibilities to employees.	<input type="checkbox"/>
Ensure more than one person is trained on special or technical skills.	<input type="checkbox"/>
Implement an employee communication strategy to call, text or email employees in the event of a wildfire.	<input type="checkbox"/>
Designate a phone number or website for employees to receive status updates.	<input type="checkbox"/>

EQUIPMENT	
Identify equipment and machinery necessary to perform critical business functions.	<input type="checkbox"/>

Create a plan to move inventory to a safe location in the event of a wildfire.	<input type="checkbox"/>
Take photos and videos of equipment and machinery before a wildfire occurs.	<input type="checkbox"/>
Keep important equipment and machinery information in a secure location, including purchase invoices, sales receipts, user guides and warranty information.	<input type="checkbox"/>
Obtain replacement or alternate equipment and machinery in case equipment becomes broken or damaged from a wildfire.	<input type="checkbox"/>

CUSTOMERS, CONTACTS, SUPPLIERS AND VENDORS

Avoid choosing companies that reside in the same geographic location as your business when choosing suppliers and vendors.	<input type="checkbox"/>
Establish relationships with alternate suppliers and vendors and create a plan with them to continue business operations in the event of a fire.	<input type="checkbox"/>
Request copies of your suppliers' and vendors' business continuity plans.	<input type="checkbox"/>
Create a communication strategy for maintaining contact with customers regarding your business's status following a wildfire.	<input type="checkbox"/>

INFORMATION TECHNOLOGY (IT)

Identify critical data and records that are necessary for business functions.	<input type="checkbox"/>
Ensure data, including payroll, tax, accounting and production records, is backed up in the cloud and at an offsite location.	<input type="checkbox"/>
Save copies of your computer's operating system, boot files, critical software and operations manuals.	<input type="checkbox"/>
Establish a maintenance program for keeping your IT functions up to date.	<input type="checkbox"/>
Review your IT needs every six months.	<input type="checkbox"/>

FINANCES

Create an emergency reserve fund for purchasing temporary supplies or equipment.	<input type="checkbox"/>
Create a policy regarding payroll during and after a wildfire.	<input type="checkbox"/>
Work with a broker to determine your insurance coverage needs.	<input type="checkbox"/>
Review your finances every six months.	<input type="checkbox"/>

For more risk management guidance, contact us today.