

Plan now to remain open during an emergency, disaster, or crisis

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Business Continuity Checklist

Invest 10 minutes by answering these questions to set your business on the path for business resiliency.

What's business resiliency? It's about preparing your business to minimize known potential hazards, from crisis and natural disasters, to utility disruptions, digital data breaches, economic downturn, and even gaps in your business supply chain.

- What are the risks to your business? (ie: flooding, technology reliance, power outages, fire, etc.)
- Which procedures, systems, materials, or equipment are absolutely essential for ongoing operation of your business?

- Do you have easily accessible, up-to-date contact and account information lists for critical contacts, suppliers, etc. that you rely on? Have you considered identifying alternative service providers as a backup?
- Do you regularly backup your data and store critical information and business records off-site?
- What is your plan for payroll continuity, including for yourself?
- How often do you review your business emergency plan with your employees so they understand the protocols and their roles?
- Do you have an easily accessible emergency kit in your business? Do all employees know where it's located and how to use the contents?
- Do you know exactly what your business insurance policy covers?

- Do you know where the electrical panel, and gas and water shut-off valves are located, and how to turn them off?

If you weren't able to answer one or more of these questions, know that you are not alone. The good news is that its never too late to create one, and it's not hard to do. By answering the questions above, you are on your way to creating a simple and effective business resiliency plan that will help to keep your business open.

To obtain a free, fill-in-the-blanks, emergency preparedness booklet for your business, visit invest.tol.ca/beprepared.

We're here to help your business succeed! Contact Val, Nav, and Dustin by email to invest@tol.ca.