

# WHY YOUR BUSINESS NEEDS

# A BUSINESS CONTINGENCY PLAN



## WHAT IS CONTINGENCY PLANNING?



A contingency is anything that occurs outside the range of normal operations that may adversely affect an organization's ability to operate. Simply stated, contingency planning is about being prepared and is an integral part of regular operations planning.

## BENEFITS



Helps react quickly to negative events. As a contingency plan lists the actions that need to be taken, everyone can focus on what to do without wasting time panicking.



Having a contingency plan in place allows you to minimize damage that could happen from a disaster and minimize the loss of production. For example if your office facility or call center is closed due to serious inclement weather or a prolonged power outage, your employees can seamlessly work remotely from home.

## TIPS FOR DEVELOPING A CONTINGENCY PLAN

Developing a contingency plan begins by identifying the functional areas essential to business operations and then following key steps for each area as follows



Determine how each situation, such as fire or flood, would affect these key areas; what actions would be taken; and the resources needed for each one.



Set goals for the return to essential operations and return to full normal operations.



Identify each required process and document each step in the process, what needs to be done, along with the employees and other resources needed to complete the work.



Develop plans for each functional area and the organization as a whole and then test and refine the plans on a regular basis.



Finally, implement a communications and education plan to keep employees informed of changes and remind them of their roles and responsibilities.

**Without a contingency plan you're opening yourself to unnecessary risks. Lets discuss how we can help create a resilient unified communications solution for your company as part of your plan.**

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