

# BUSINESS CONTINUITY PLANNING



ARE YOU READY? IS YOUR BUSINESS READY?

The Pleasant Hill Chamber of Commerce & The City of Pleasant Hill are reaching out to our business community with a simple message: **TAKE THE TIME NOW TO PREPARE FOR AN EMERGENCY.**

You have made a significant investment of time and resources into making your business a success. If your business had to close due to an earthquake or other disaster, would you be prepared to connect with your employees, distributors, customers or the agencies that could get you up and running again? It is estimated that 43% of all businesses that close because of a disaster never open again. Take the steps now to protect your business...

## PLANNING LIST FOR BUSINESS

- a. Identify the hazards you may face.
- b. Plan for and reduce the impact of disasters.
- c. Plan for doing business after a disaster hits.
- d. Get advice on insurance, disaster supplies and the things you can do to make your business more disaster resistant.

By taking steps to protect your business now, you are protecting one of our community's most valuable assets. Not only do you provide important services, you are also responsible for jobs for our local residents and sales tax to help run our local government.

## BUSINESS CONTINUITY PLAN

- Actions following an emergency
- Contact information
- Critical Functions
- Vital Records/Assets
- Test your Business Continuity Plan

## BACK UP YOUR COMPUTERS

- **List valuable documents, files and records**
- **Where are they stored?**
- **Are they backed up? Where and how often?**
- **Customer files and records**
- **Assets Inventory**

# YOUR BUSINESS IS YOUR WORLD.....

