What Every Business Needs
Before Disaster Strikes

You don't need to predict the future; you just need to prepare for it. Use this checklist to make sure your continuity and recovery plan is ready for anything.

☐ Business Impact Analysis (BIA)
Identify essential operations and measure how downtime could affect your revenue or reputation.

☐ Risk assessment
Evaluate likely threats, such as cyberattacks, power outages and natural disasters.

☐ Business continuity plan
Lay out how your business will continue running during a disruption.

☐ Disaster recovery plan
Define steps to bring back systems, applications and data without delay.

☐ Communication plan
Decide how and when you'll inform staff, customers and stakeholders in a crisis.

☐ Roles and responsibilities
Make sure every team member knows their job before, during and after an incident.

☐ Testing and maintenance
Run regular drills and updates to keep your plan ready for anything.

**Every unchecked box is a risk.
Let's close the gaps together.**