



'Tis the Season for Business Continuity

By Mark Clarke, senior consultant, business continuity services, Sollievo

When was the last time you looked at your Business Continuity Plan (BCP)? If you're like most companies, it's probably been more than a year.

Now that winter is here, it's a good time to take the plan down off the shelf, dust it off and verify that the information is still accurate, especially your staff contact information.

As snow begins to fly and the roads get icy and treacherous, you may find that you need to notify your staff of office closings, delayed openings or other emergency situations. Maybe your company is small enough that phone trees can be used efficiently, or maybe your staff is large with multiple branches that require you to use a more automated system for notifications. Whichever the case may be, if the contact information isn't up-to-date, you won't be able to reach your staff quickly and effectively.

Even if the information is accurate, when was the last time you tested your notifications to staff? Did you have any issues at that time? Testing is an important part of your BCP lifecycle. Without it you don't know what works and what doesn't. If you've tested and something didn't work, have you made changes and retested? All of this goes towards making your BCP a strong plan and one that will work when you need it the most – in an emergency.

If your plan isn't up-to-date, take a moment to at least make sure your staff contact information is current, as this will help to ensure their safety and keep your business running.

When you're able, you can take the next step and determine the most effective way to distribute notifications so you'll be prepared for this winter.

While it may be the season for winter weather and unexpected circumstances, business continuity is important all year long!



For more information, visit www.sollievo.com or contact a senior consultant at (855) 605-5664 or seniorconsultant@sollievo.com.

About Mark Clarke

Mark Clarke is senior consultant, business continuity services for Sollievo. Mr. Clarke's experience consists of directing, facilitating, and coordinating business continuity programs, and ensuring that the program is maintained and tested in consideration of business needs, and in compliance with internal policies, standards, and regulatory guidelines. Mr. Clarke is also experienced in conducting operational risk assessments.
