

# Business Continuity Checklist



- Conduct a risk assessment to determine all potential threats
- Prioritize business elements by operation and financial impact
- Allocate resources to each department as needed
- Ensure additional supplies are secured in an alternate location
- Define goals within a time frame to return to normal operations
- Appoint a recovery team and train employees on the plan
- Procure additional/backup equipment if necessary
- Conduct testing exercises on equipment and electronic systems
- Measure the effectiveness of plan, gather feedback from team
- Identify strengths and weaknesses, and research solutions
- Enlist **Milner's Backup and Recovery Service** to protect your business information!

Contact us!

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