



Contingency Solutions, LLC

Replacing Uncertainty with Confidence™

Business Survival Guide

Quick
Tips

June 2008

"The life vest for your business."™

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CS, LLC provides custom designed business continuity and emergency preparedness plans and training to both public and private sector clients.

Next Issue:

- BCP: It's not just for IT anymore!

This Month's Quote:

"The only thing harder than planning for an emergency is explaining why you didn't."

-Unknown

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Common Business Continuity Planning Mistakes

Business continuity planning is tough enough without having to worry about the basics. Here's a list of some common mistakes planners make and some advice to help you avoid them.

1. **Trying to do it all.** It is both impractical and inefficient (if not impossible) to protect every operation, function or service in your business. Instead, focus only on what's most important and on the area(s) that can sustain minimal or no down-time. Target your planning resources there.
2. **Keeping it a secret.** A beautifully bound plan that sits on a shelf gathering dust is worse than no plan at all. The false sense of security that comes from having a BCP that only you have seen can spell true disaster. Share it and its details with key stakeholders and team members. Train and test to be sure it works.
3. **Planning for the worst (only).** It may seem counter-intuitive, but planning for catastrophic events alone can result in major oversights. While preparing for the situation where a tornado abruptly obliterates your entire building, you may fail to prepare for the statistically more likely server room flood from the restroom on the floor above. Consider *both* the likelihood *and* the severity of the peril.

Alphabet Soup - BCP Style

An entire issue could be devoted to this, but here are some of the more popular industry acronyms:

BCP	Business Continuity Plan/Planning	ERT	Emergency Response Team
BIA	Business Impact Analysis	HAZMAT	Hazardous Materials
CAT	Crisis Action Team	IC	Incident Commander
CMT	Crisis Management Team	RA	Risk Analysis
COOP	Continuity of Operations	RPO	Recovery Point Objective
DR	Disaster Recovery	RTO	Recovery Time Objective

4. **The "Project" Mentality.** Hazards have been assessed, the plan written and tested. The job is complete, right? Wrong! BCP is a process that is on-going. Plans must be reviewed, practiced and updated regularly. Your business is dynamic; your BCP should be too!

No time? Contact us to develop a customized BCP for you!