



BUSINESS CONTINUITY PLANNING IN 4 STEPS

Only 30% of small businesses have a business continuity plan.¹

1 Identify your business threats or risks. Be aware of the risks such as fire, windstorms or other events that could leave employees, customers, vendors, property and operations vulnerable.



2 Conduct a business impact analysis. Identify the people, places, providers, processes and programs that would be most impacted by these threats or risks. Consider what is necessary to restore critical operations, and the need to restore each item after the event.



3 Adopt controls for prevention and mitigation. This is intended to help prevent an event as well as reduce the impact or severity of an event. These plans should include emergency response, public relations, resource management and employee communications.



4 Test and improve your plan routinely. Update your business continuity plan regularly, or any time that critical functions, facilities, suppliers or personnel change. Be sure to train employees to understand their role in executing the plan.



Share this infographic with your coworkers and associates to help them **#HarnessRisk**.

Visit travelers.com/resources/business-continuity/ for more business continuity tips for your business.



¹ According to the 2017 Travelers Business Risk Index

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