

Basic Business Emergency & Resiliency Plan Notes

Business Emergency Plan Purpose:

Resiliency Definition:

Mini Self-Assessment

For each item: Score yourself

0 - *Not at all me or I don't have these skills*

2 - *Often me or I have these skills*

1 - *Sometimes or I have some of these skills*

3 - *Mastery of skills or always me*

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

TOTAL SCORE:

Reflections from Assessment

Change (Positive/Negative, Personal/Professional)

Write down your thoughts & beliefs around change.

How do your beliefs about change impact your resiliency?

Resiliency Action Planning:

Emergency Business Planning

What to plan for:

Scenarios:



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Emergency Business Planning Pieces

1. Determine Plan Storage & Location
2. Document Everything
3. Designate a Backup – Person(s) or Team
4. Test Plan & Review Regularly
5. Celebrate Progress!

#1 Determine Plan Storage & Location

- Where will I store and keep plan?

#2 Document Everything you can think of – tasks & processes

- Weekly
- Monthly
- Quarterly
- Yearly
- Where
- Tools & Applications
- Who – clients & customers?
- Who do you work with?
- Potential important information to document
- IT & Cyber Security

#3 Designate Backup Person or Team

- Who is this?
- Who needs to know?? When? How to inform?

#4 Test, Review & Update Plan Regularly

- When will I test my plan?
- When will I review & what is my regular review scheduled?

Bonus #5 Celebrate Progress!

- How will I acknowledge myself, team ?

