What Every Business Needs ***Before Disaster Strikes***

You don't need to predict the future; you just need to prepare for it. Use this checklist to make sure your continuity and recovery plan is ready for anything.

- [ ] ***Business Impact Analysis (BIA)***
  Identify essential operations and measure how downtime could affect your revenue or reputation.

- [ ] ***Risk assessment***
  Evaluate likely threats, such as cyberattacks, power outages and natural disasters.

- [ ] ***Business continuity plan***
  Lay out how your business will continue running during a disruption.

- [ ] ***Disaster recovery plan***
  Define steps to bring back systems, applications and data without delay.

- [ ] ***Communication plan***
  Decide how and when you'll inform staff, customers and stakeholders in a crisis.

- [ ] ***Roles and responsibilities***
  Make sure every team member knows their job before, during and after an incident.

- [ ] ***Testing and maintenance***
  Run regular drills and updates to keep your plan ready for anything.

Every unchecked box is a risk.
Let's close the gaps together.

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