

Simply Continuous Business Continuity Self-Assessment

The single most important thing we can do is help you understand what you need to do when something goes wrong. Planning ahead is the most effective way to mitigate the impact of any disruptive event and to assure your business will resume normal operations as quickly as possible. The Simply Continuous Business Continuity Self-Assessment is an easy tool you can use to quickly size-up your company's strengths and vulnerabilities.

The following questions cover the fundamentals of business continuity. Take the assessment to help kick-start your efforts and apply your findings to consider some of the simple ways you can help prepare for any disruption. Once you complete the assessment, tally your score and read the matching profile for suggestions on next steps.

Please answer the following questions and check the box for **YES** or **NO**. Tally all the YES responses to see how well you scored.

Critical Business Functions

1. Have you determined what functions (such as payroll, email, and phone systems) are critical to your operations?
 Yes No
2. Do you have systems or plans to replace those functions should any fail?
 Yes No
3. Have you identified which employees are necessary to keep your business operating?
 Yes No
4. Have you designated alternates in case key employees are unable to work?
 Yes No

Data/Information

5. Do you perform regular backups for all key data? If you answered yes, proceed to question 6. If you answered no, proceed to question 7.
 Yes No
6. Are your backups stored off-site?
 Yes No
7. Are your information technology systems protected from intrusion through the use of firewalls, anti-virus software, and regular security patches?
 Yes No
8. Do you have a current inventory of all current computer equipment, including hardware and software?
 Yes No

Partners

9. Do you have a contingency plan should one of your partners or suppliers be unable to provide service?
 Yes No
10. Do you have agreements with partners or suppliers to provide replacement services?
 Yes No

Facilities

11. Do you have an alternate location for your employees should your office or facility become inaccessible?
 Yes No
12. Do you have an evacuation plan for your office or facility?
 Yes No
13. Have you practiced your evacuation plan in the last 12 months?
 Yes No
14. Do you have first aid and/or other emergency supplies (water, food, radio)?
 Yes No

Communications

15. Do you have an emergency contact list? If your answer is yes, proceed to question 16. If your answer is no, proceed to question 17.
 Yes No
16. Do you update this list regularly?
 Yes No
17. Do you have an established communication plan should a critical system such as email fail?
 Yes No

Insurance

18. Have you analyzed the types and levels of insurance coverage that are appropriate for your business?
 Yes No
19. Do you have business interruption, income replacement and additional expense coverage?
 Yes No

Total Score

See profile descriptions on the back page

Results:

Below 8

Critical Weaknesses: A score of 8 or below indicates a great risk to the financial viability of your company during and after a major disaster. You most likely haven't identified the key business applications, processes and people that are integral to the success of your business. You can quickly mitigate risk to your company by assessing which systems are critical to the survival of your business, discussing threat scenarios and creating a basic plan for recovery in the event of a disaster.

Score 9 - 15

Moderate Risk: A score between 9 and 15 indicates a moderate level of preparation for a disruptive event, but significant room for improvement remains. You can make significant progress by performing an assessment of critical business processes and outlining steps for their recovery. Then, select one or two business processes and make sure you have both a recovery plan and the resources in place to make it work.

Above 16

Strong Planning: A score of 16 and above indicates a high level of advanced thought surrounding business continuity and operational integrity. You likely understand your business and the expectations that your customers have of you for continuity. As you continue to test and refine your program, take care to identify areas for incremental improvement and be sure your people, systems and data remain fully protected.

Simply Continuous offers business continuity and disaster recovery solutions that are simple to deploy, easy to manage, reliable, and affordable. Schedule a free consultation with one of our experts to identify the best next steps to ensure your company is simply, continuous.

About Simply Continuous

Simply Continuous provides simple and affordable business continuity solutions for enterprises. Through our expert consulting and technology disaster recovery services, companies are fully prepared to continue or resume operations during times of unplanned outages and crises. Simply Continuous is located in San Francisco, California and is backed by Greylock Partners. For more information visit, www.simplycontinuous.net.

Call (877) 50-SIMPLY today
for a free business continuity consultation.

SIMPLYCONTINUOUS

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