

# IS YOUR BUSINESS PREPARED?

## Business Continuity Planning Workshop

Burns Lake: May 6th, 2019, 9AM to 4PM: - Burns Lake Vineyard Fellowship, 457 W Highway 16  
Smithers: May 7<sup>th</sup>, 2019, 9AM to 4 PM: - Old Church Hall, 3704 First Avenue, Smithers, BC  
Houston: May 8<sup>th</sup>, 2019, 9AM to 4 PM: - Community Futures Nadina, 2430 Butler Ave, Unit A.

**Lunch is Provided!**

**RSVP REQUIRED BY April 29th, 2019**

Please specify the workshop location when reserving

Community Futures Nadina has engaged O'Leary and Associates Ltd. to deliver a series of Business Continuity workshops to help businesses complete customized Emergency Response and Business Continuity plans.

Every year business located in BC are impacted by natural disasters such as flooding or wildfires. As businesses continue to face more and more extreme events, the need for Emergency Business Continuity planning will only become more pressing and has been proven to make a difference in how effectively a business responds to and recovers from a disaster.

### What is a Business Continuity Plan?

In its most simplistic form, a Business Continuity Plan is a proactive strategy to avoid and mitigate risks associated with a disruption of operations. It details steps to be taken before, during and after an event to maintain the operational and financial viability of an organization. A business continuity plan typically involves the following steps/components: A business impact assessment; Steps to reduce exposure to identified risks and hazards that could cause business closure; Mitigation guidelines and Recovery plans.

Top five ways a business continuity plan can help your organization minimize the effects of emergencies and disasters:

1. Ensure important business operations continue.
2. Allow for remote operation. A larger event, such as a fire or flood, could prevent your staff from getting to your offices. A business continuity plan could include processes that would, for example, enable staff to work from a remote location via laptops or tablet computers.
3. Protect your important assets, such as your customer and accounting data.
4. Reduce your downtime. Every hour your business is down costs you money. With a business continuity plan in place, you will get back up and running more quickly.
5. Prevent you from going out of business. During larger events, your business could be down for an extended period of time, resulting in significant revenue losses. Ultimately, a business continuity plan could prevent your business from going under.

RSVP by Email: [nadina1@cfnadina.ca](mailto:nadina1@cfnadina.ca) OR Phone: Ais Sheridan at 250.845.2522



Growing communities – one idea at a time

